



29th November 2021

DJE/bj/year8parentseveningDecember/08122021

Dear Year 8 Parents and Carers

YEAR 8 VIRTUAL PARENTS' EVENING – WEDNESDAY 8TH DECEMBER

We would like to invite you and your child to attend a virtual Parents' evening on Wednesday, 8th December between **16:00** and **19:00**. The evening will take the format of timed video appointments. The booking system for appointments can be accessed via the following link <https://stjohnsmarlborough.parentseveningsystem.co.uk/>

Simple 'step by step' set up instructions are attached to this email together with a 'video appointments - how to attend' document. The system will open for appointment bookings at 18:00 today, Monday 29th November.

Please note the following information and note that in order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
 - **iPhone/iPad:** Safari Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.
 - **Android:** Chrome or Firefox - please note that Samsung phones often default to using the Samsung Browser, this is not supported.
 - **Windows:** Chrome, Firefox or Microsoft Edge (Chromium - download here)
 - **Mac:** Safari, Chrome or Firefox
 - **Linux:** Chrome or Firefox
- **The software will not work with Internet Explorer**

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

You will be able to book a maximum of 10 appointments. Each video appointment will last **5 minutes**. During your appointments, a countdown timer will be shown in a blue bar at the top of your screen. When the countdown stops, the call will automatically end, and the appointment is over. For further details please see the attached instructions.

Should you have any problems with system access or queries, please contact Mrs K Mathieson via email at: kmathieson@stjohns.excalibur.org.uk

If you have a particular concern that you would like to discuss with me as Head of Year, please use one of your 10 appointments to book a time with me. We look forward to seeing you on Wednesday, 8th December.

Yours faithfully

Mr D Evans
Head of Year 8



Browse to <https://stjohnsmarlborough.schoolcloud.co.uk/>

WELCOME TO THE 'SUPER PARENTS' EVENING BOOKING SYSTEM! APPOINTMENTS CAN BE WITHDRAWN VIA 'MY BOOKINGS' PAGE. IF YOU DON'T RECEIVE AN EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
Open for bookings

Tuesday, 14th September
In-person
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening Tuesday, 14th September
2 appointments from 16:15 to 16:45 In-person

[Print](#) [Amend Bookings](#) [Subscribe to Calendar](#)

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening Monday, 13th September
2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September
2 appointments from 15:00 to 15:45 In-person

Step 5: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

Video: Parents - invite another parent/guardian to join your appointments

Inviting another parent/guardian to join your appointments

You can give **ONE** other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

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Tuesday, 12th January

January Progress Meeting

3 appointments from 16:00 to 16:25

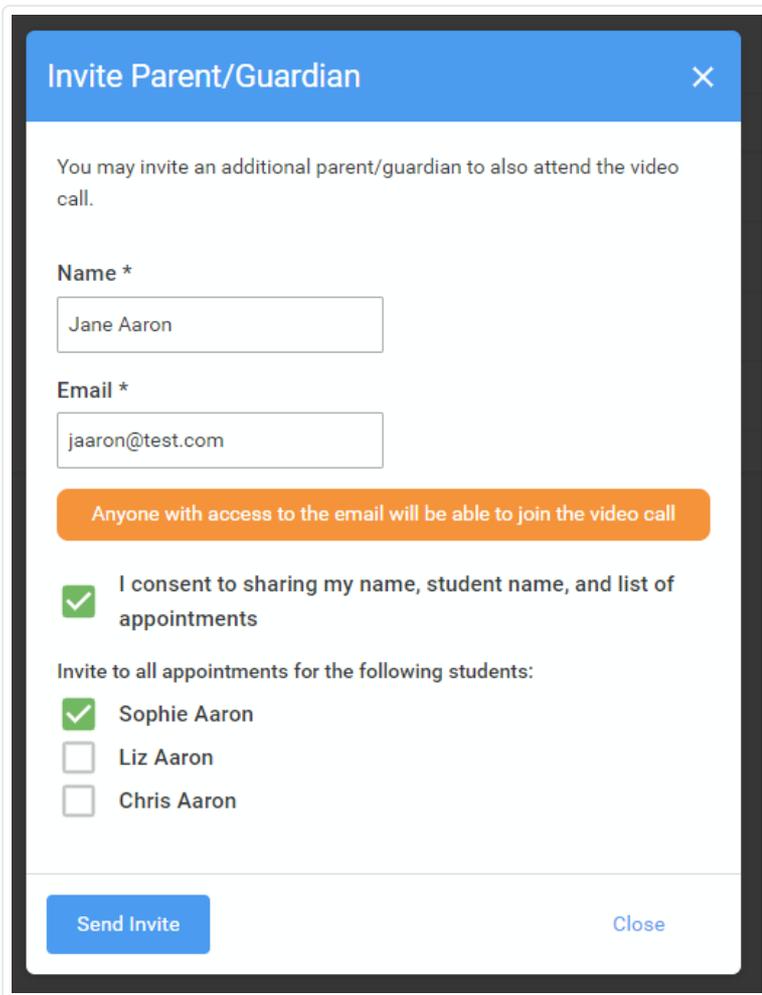
 Print
 Amend Bookings
 Invite Parent/Guardian
 Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

2. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening they will all be shown.



The screenshot shows a modal window titled "Invite Parent/Guardian" with a close button (X) in the top right corner. The main text reads: "You may invite an additional parent/guardian to also attend the video call." Below this, there are two required fields: "Name *" with the value "Jane Aaron" and "Email *" with the value "jaaron@test.com". An orange callout box states: "Anyone with access to the email will be able to join the video call". A consent section follows with a checked checkbox and the text: "I consent to sharing my name, student name, and list of appointments". Underneath, it says "Invite to all appointments for the following students:" and lists three students: "Sophie Aaron" (checked), "Liz Aaron" (unchecked), and "Chris Aaron" (unchecked). At the bottom, there is a blue "Send Invite" button and a "Close" link.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue *Send Invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Please note that **ONLY** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

Here is an example of what the invite email looks like:

Video Call Invitation

Primary School Parents' Evening

You have been invited by Rachael Abbot to appointments which take place by video call.

Click the button below to join the video call on the day, or to test your camera/microphone at any time:

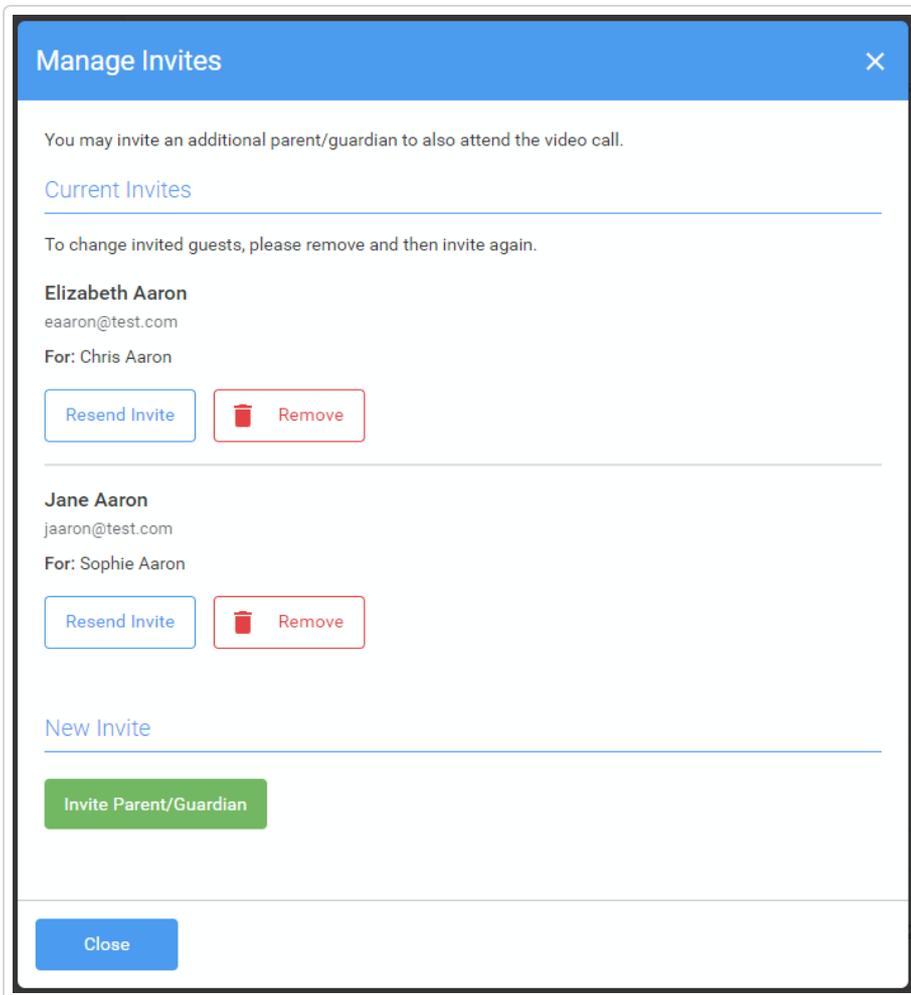
Join Video Call

Or paste this link into your browser:
<https://greenabbey.schoolcloud.co.uk/guests/video/39372?guestToken=26fac3787e3d4a829e54045e4fc14e53>

The appointments are as follows:

Date	Time	Student	Teacher	Department
Monday, 21st December	16:10	Ben Abbot	Mr J Sinclair	English
Monday, 21st December	16:20	Andrew Abbot	Mr J Sinclair	English

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite **if you have any more available** (you can have **one** invite per student, if wished), and also allows you to *Resend* invites or *Remove* them. If you have no more invitations available the green button will be replaced with a message that says *Unable to invite another parent/guardian. Only one invite can be sent per student.*



If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.

Note that a call can have a maximum of 4 people in it at any one time. A school can assign 3 teachers to take joint appointments for a class, if they do this the parent can still invite their ONE guest, however once the number of active participants in the call reaches 4 no further people can join it (unless one of the existing participants leaves the call).

✉ Still need help? Contact Us (/contact)

Last updated on September 7, 2021

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