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4th November 2024

Dear parents and Carers,



Parents' Evening In-Person Consultations Nursery to Year 6 – Week Commencing 25th November 2024

Parent Evening Consultation Meetings will be held in-person in your child's classroom with their teacher/key worker. Parents/Carers will receive their child's progress report prior to their parent consultation meeting and have the opportunity to see their child's work.

We will again be using the School Cloud website for parents to set appointments with teachers/key workers and manage bookings online. School Cloud is a website platform and thus can be accessed from all iPhone and Android phones, iPads, and tablets, as well as laptops and desktop devices.

We do, however, recognise that not everyone may be able to access the online system to make appointments; in this instance, please contact the school office who will be able to make appointments for you.

Consultation meeting will be set to **10 minutes slots** however if you have any concerns that require a lengthier conversation, we request that you contact the school office to arrange an appointment at a separate time.

If you are unable to attend the evening or to book an appointment, please email the school office to discuss.

The appointment booking system will open on Monday 4th November 2024 from 4pm and will close at 4pm on Friday 22nd November 2024. Should you wish to make any changes after this date please contact the school office or annevans@avalon-school.co.uk

Please visit <https://avalon.schoolcloud.co.uk/> to book your appointments (A short guide on how to add appointments is included with this letter). Please note that Google Chrome is the most reliable browser to use to access the School Cloud booking system.

Parents should logon with the following information:

- To log in you will need to enter your own name, your email and your child's name and date of birth.
- Parents should log in separately for each child where there is more than one sibling.
- Parents will receive an email confirming all appointment bookings made (please check junk mail if not received).



AVALON SCHOOL EDUCATIONAL TRUST Registered Charity N° 1088050



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Please note that only one appointment per child can be made, with the exception for separated parents who will be able to make individual appointments.

Parents' Evening Consultation appointments will take place on the following dates:

Class	Teacher / Key Worker	Dates & Times Appointments Available
Nursery	Jackie Duffy Mandy Elliott Lucy Hunt Helen Malloy	Monday 25 th November from 4pm Monday 25 th November from 4pm Tuesday 26 th November from 4pm Thursday 28 th November from 4pm
Pre-School	Alison Prandle Jo Rice Julie Bache	Tuesday 26 th November from 4pm Tuesday 26 th November from 4pm Thursday 28 th November from 4pm
Reception	Mrs Daniel	Thursday 28 th November from 4pm
Year 1	Mrs Parkins	Thursday 28 th November from 4pm
Year 2	Mrs Callaway	Tuesday 26 th November from 4pm
Year 3	Miss Harrington	Thursday 28 th November from 4pm
Year 4	Mrs Cody	Tuesday 26 th November from 4pm
Year 5	Mr Ashton & Mrs Kililiku	Tuesday 26 th November from 4pm
Year 6	Mrs Kililiku & Mr Ashton	Thursday 28 th November from 4pm

Yours sincerely

Mrs J Callaway
Headteacher



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Parents' Guide for Booking Appointments



Google Chrome is the best browser to use with School Cloud
Browse to <https://avalon.schoolcloud.co.uk/>

The login page has two main sections: 'Your Details' and 'Students Details'. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbott), Email (rachael@great.nod), and Confirm Email (rachael@great.nod). The 'Students Details' section includes fields for First Name (Zoe), Surname (Abbott), and Date Of Birth (20 July 2000). There is a 'Log In' button at the bottom right.

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.

The page is titled 'September Parents Evening'. It contains a table with dates and times for appointments. The first row is 'Monday, 19th September' with a time of '14:00 - 14:30'. The second row is 'Tuesday, 14th September' with a time of '14:00 - 14:30'. There are links to 'Book your appointment' and '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*.

The page is titled 'Choose Booking Mode'. It has two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. There is a 'Next' button at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*.

Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

The page is titled 'Choose Teachers'. It has a section for 'Choose earliest and latest times' with a timeline from 14:00 to 17:00. The timeline has markers at 14:00, 14:30, 15:00, 15:30, 16:00, 16:30, and 17:00. Below the timeline, it says 'Your availability: 14:00 - 17:00'.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The page is titled 'Choose Teachers'. It has a section for 'Choose Teachers' with a list of teachers: 'Ben Abbott', 'Mr J Brown', and 'Mrs A Wheeler'. Each teacher has a green tick mark next to their name, indicating they are selected. There is a 'Continue to Book Appointment' button at the bottom.

Step 5: 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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you are happy with this, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J S. Miller	Ben	English	E9
17:25	Miss E. Murphy	Ben	Mathematics	M2
17:45	Dr R. Macnamara	Andrew	French	F8

[Accept Appointment](#) [Cancel Appointment](#)

Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

	Mr J Brown SENCO (A2) Etc.	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50			
17:00			

Step 7: 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

[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 Lofbrook	Jason Aaron	English
16:30	Miss Gina Patel	Jason Aaron	Religious Education

✓ **September Parents Evening** 2 appointments from 16:15 to 16:45 Monday, 12th September
 ✓ **September Parents Evening** 2 appointments from 16:15 to 16:45 Monday, 12th September

Step 8: 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**.