



Caldy Road
West Kirby
Wirral
CH48 2HE

Headteacher: Mrs J Callaway BA Hons QTS
jcallaway@avalon-school.co.uk

Telephone: 0151 625 6993
E-mail: Schooloffice@avalon-school.co.uk

3rd February 2022

Dear Parents and Carers,



**Parents' Evening Face-to-Face Consultations
Nursery & Pre-School Week Commencing 14th March 2022
Reception to Year 6 Weeks Commencing 21st March and 28th March 2022**

Following the easing of the COVID regulations we will be holding this terms parent consultation meetings in school. Meetings will be held 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.

Appointment can be made from Friday 4th February from 4pm and will close at 4pm on Friday 11th March for Nursery and Pre-School, and 4pm on Friday 18th March for Reception to Year 6. 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).

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.





Caldy Road
West Kirby
Wirral
CH48 2HE

Telephone: 0151 625 6993
E-mail: Schooloffice@avalon-school.co.uk

Headteacher: Mrs J Callaway BA Hons QTS
jcallaway@avalon-school.co.uk

- Parents will receive an email confirming all appointment bookings made (please check junk mail if not received).

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 Lucy Hunt Mandy Elliott | Wednesday 16 th March from 2.30pm to 5.00pm Wednesday 16 th March from 2.30pm to 5.00pm Thursday 17 th March from 2.30pm to 5.00pm |
| Pre-School | Julie Bache Jo Rice | Monday 14 th March from 2.30pm to 5.00pm Tuesday 15 th March from 2.30pm to 5.00pm |
| Reception | Miss Hardy | Tuesday 22 nd March from 3.30pm to 5.00pm Wednesday 23 rd March from 4.00pm to 6.00pm |
| Year 1 | Mrs Parkins | Tuesday 22 nd March from 3.30pm to 5.00pm Wednesday 23 rd March from 5.00pm to 6.30pm |
| Year 2 | Mrs Roberts | Tuesday 22 nd March from 3.30pm to 5.00pm Wednesday 23 rd March from 4.00pm to 6.00pm |
| Year 3 | Mrs Creedon | Tuesday 22 nd March from 4.00pm to 5.30pm Wednesday 23 rd March from 4.00pm to 6.00pm |
| Year 4 | Miss Robertson | Tuesday 22 nd March from 4.00pm to 5.30pm Wednesday 23 rd March from 4.00pm to 6.00pm |
| Year 5 | Mr Ashton & Mrs Kililiku | Tuesday 22 nd March from 4.00pm to 6.40pm Wednesday 23 rd March from 4.00pm to 6.50pm |
| Year 6 | Mrs Kililiku & Mr Ashton | Wednesday 30 th March 4.00pm to 5.50pm Thursday 31 st March 4.00pm to 5.40pm |

Yours sincerely

Mrs J Callaway
Headteacher



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

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.

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*.

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.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

| | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:16 | Mr J Brown | Ben | English | R6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Motomura | Andrew | French | L4 |

Step 5a (Automatic): Book Appointments

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 (Step 5b).

Step 5b (Manual): 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.

Step 6: 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*.