



Caldy Road
West Kirby
Wirral
CH48 2HE

Headteacher: Mrs J Callaway BA Hons QTS
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Telephone: 0151 625 6993
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13th October 2022

Dear Parents and Carers,



Parents' Evening Face-to-Face Consultations
Reception to Year 6 – Week Commencing 7th November 2022
Nursery & Pre-School – Week Commencing 14th November 2022

Parent Evening Consultation 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 14th October from 9am and will close at 4pm on Friday 4th November for Reception to Year 6, and 4pm on Friday 11th November for Nursery and Pre-School. 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.





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- 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	From 4pm on Thursday 17 th November 2022
Pre-School	Alison Prandle Jo Rice Julie Bache	From 4pm on Wednesday 16 th November 2022
Reception	Miss Harrington	From 4pm on Tuesday 8 th November 2022 From 4pm on Thursday 10 th November 2022
Year 1	Mrs Parkins	From 4pm on Tuesday 8 th November 2022 From 5pm on Thursday 10 th November 2022
Year 2	Mrs Roberts	From 4pm on Tuesday 8 th November 2022
Year 3	Mrs Hamer	From 4pm on Tuesday 8 th November 2022
Year 4	Miss McFerran	From 4pm on Thursday 10 th November 2022
Year 5	Mr Ashton & Mrs Kililiku	From 4pm on Tuesday 8 th November 2022
Year 6	Mrs Kililiku & Mr Ashton	From 4pm on Thursday 10 th November 2022

Yours sincerely

Mrs J Callaway
Headteacher





Parents' Guide for Booking Appointments

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



Your Details

Title: Mr First Name: Richard Surname: Abbot

Email: r.abbot@gmail.com Confirm Email: r.abbot@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2008

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

There is to allow parents and teachers to discuss progress and set 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 >

Tuesday, 14th September in-person >

[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 Booking Mode

Select how you'd like to book your appointments using the option below, and then hit *Next*

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the times you would like to see each teacher

[Next](#)

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 17:00

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.

Choose Teachers

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

☒ **Mr J Brown**
SENCO

☒ **Mrs A Wheeler**
Class T1A

[Continue to Book Appointments](#)

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're happy with them, please choose the *Accept* button at the bottom.

	Teacher	Student	Subject	Room
17:18	Mr J Brown	Ben	English	E8
17:23	Mrs D Brown	Ben	Mathematics	M2
17:43	Mr B Chapman	Andrew	French	L4

[Cancel Appointments](#) [Confirm Appointments](#)

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) Ben	Mrs B Patel Class 1DE (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 Cubbeck	Jason Aaron	English	
16:30 Miss Bina Patel	Jason Aaron	Religious Education	
✓ September Parents Evening 2 appointments from 16:15 to 16:45			Monday, 12th September Video call
✓ September Parents Evening 2 appointments from 16:45 to 17:15			Monday, 12th September Video call

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*.