



# CHRIST THE KING

CATHOLIC HIGH SCHOOL AND SIXTH FORM CENTRE

WITH THE POWER TO ACT

Stamford Road, Birkdale, Southport, Merseyside PR8 4EX  
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Headteacher: Mrs E Wheeler BSc (Hons)

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NDM/PG

Dear Parents/Carers

With reference to Miss Summers' communication earlier this week, we will be conducting Year 7 Parents' Meetings online on Friday 5 March. We are moving to a system that has been successfully used by a number of schools called 'School Cloud' (<https://christtheking-school.schoolcloud.co.uk/>). You will be able to book appointments with teachers between the times of 9.30 am and 4.00 pm.

Once logged onto the School Cloud website, you can easily arrange the appointments for your child. The appointments will be conducted in a web browser, similar to a 'Zoom' meeting or 'Google Meet'. The web browser can be on any suitable device, eg laptop, iPad, Android tablet, mobile phone. Please note the video can be turned off by either teacher or parent if an audio only meeting is preferred. The meetings are fixed at 7 minutes and will **automatically** terminate once the allowed 7 minutes has been reached. The teacher cannot extend the time, so once the allocated time is reached, School Cloud will terminate the conversation.

Please find below instructions on how to book your appointments. Once the appointments have been made, all that remains is for you to log back onto the same site on Friday 5 March and follow the instructions to start your meeting with the teacher. **We strongly advise logging in several minutes before your first appointment to check that your camera and microphone are working.** If you prefer to watch an instructional video then go to: <https://vimeo.com/473882995>

It is possible for two parents/carers to log in at the same time from different locations. Instructions can be found here: <https://support.parenteveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

This is a new way of working for both teachers and parents and there will undoubtedly be teething problems. In the event of any technical difficulties, teachers will try and make contact by phone instead. If you have any queries then please do not hesitate to contact me ([mccoun@christtheking-school.com](mailto:mccoun@christtheking-school.com)) and I will try and get back to you as soon as possible.

If both parents/carers are key workers and both are unable to attend, then we'd be grateful if you could email Mrs Summers ([summersk@christtheking-school.com](mailto:summersk@christtheking-school.com)) to make us aware.

Kind regards

N McCourt, Assistant Headteacher

# Parents' Guide for Booking Appointments

Browse to <https://christtheking-school.schoolcloud.co.uk/>

**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

Log In

## 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.

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
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 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 time 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**

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 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.

**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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Accept Appointments | Cancel Appointments

## 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).

Mr J Brown (SENCO (A2)) | Miss B Patel (Class 10E (H3)) | Mrs A Wheeler (Class 11A (L1))

Ben | Andrew | Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	Grey	Blue (Appointment)	Grey
16:40	Grey	Grey	Grey
16:50	Green (+)	Grey	Green (+)
17:00	Green (+)	Grey	Green (+)

## 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.

**My Bookings**

View 11 Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6
Mrs D Mumford	Ben	English	E6

## 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*.