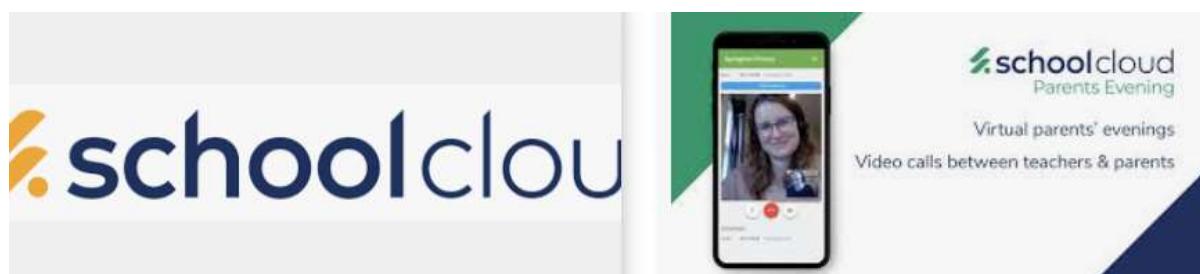


13th October 2021

How to book an appointment on Schoolcloud



- On the day of your appointment – in this case **Tuesday 19th October and Thursday 21st October (Birch Class Tuesday 19th October and Wednesday 21st October)**
- Please log in (by putting all of the above details of yourself and your child in) to book and on the day of the appointment – do this at least 10 minutes before your appointment.
- Meetings have been set to 10 minutes – if you are late you can join but time will not be made up.
- Meetings automatically cut out after 10 minutes – there will be a timer shown throughout the meeting.
- The video appointments are not recorded by West Acton or School Cloud.
- Parents/Carers **MUST** be present with their child for the meeting – teachers will have to end the meeting if the parent/carer is not on the call.
- The meeting is also intended to be a positive meeting for staff, parents/carers and your child – any concerns or complaints should be reported in the usual way.
- You do not need a separate log in for this – your details and your child's detail enable you to log in.

Go to:

<https://westactonprimary.schoolcloud.co.uk/>

Booking will open Wednesday 13th October and will close on Wednesday 20th October 2021 at 4.00pm.

You will see this – fill this in.

You must put in your correct details that we have on our system for you:

Your Details (PARENT)

Title (MR or MISS or MRS or MS) and FIRST NAME AND SURNAME

YOU DO NOT NEED TO PUT IN AN EMAIL ADDRESS

To log in and out of this system you will always be asked to put yours and your child's detail into the form.

Student's Details (CHILD)

FIRST NAME SURNAME Date of Birth

West Acton Primary School

SchoolCloud

Welcome to the West Acton Primary School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

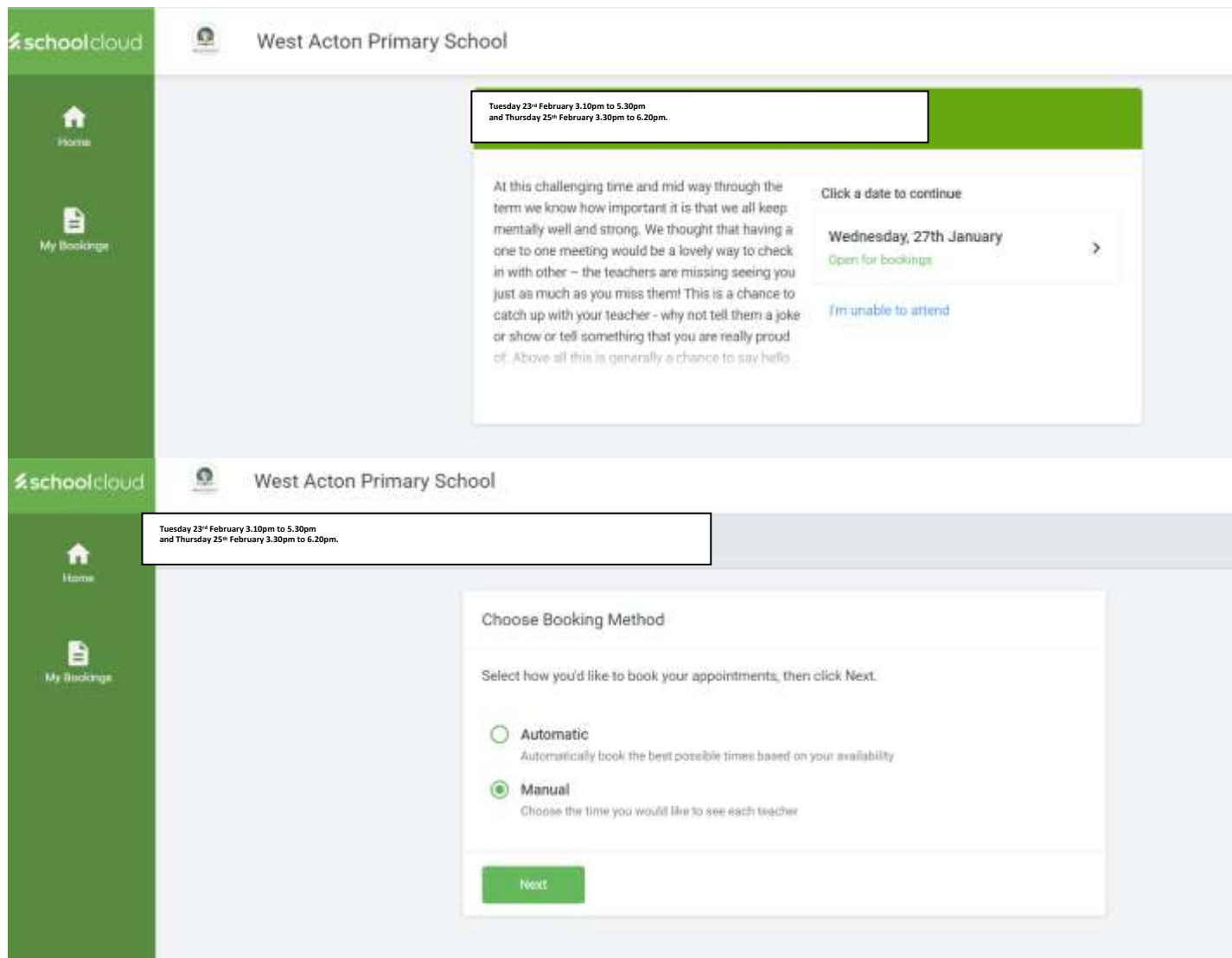
Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Log In



schoolcloud West Acton Primary School

Home
My Bookings

Tuesday 23rd February 3.10pm to 5.30pm
and Thursday 25th February 3.30pm to 6.20pm.

At this challenging time and mid way through the term we know how important it is that we all keep mentally well and strong. We thought that having a one to one meeting would be a lovely way to check in with other – the teachers are missing seeing you just as much as you miss them! This is a chance to catch up with your teacher - why not tell them a joke or show or tell something that you are really proud of. Above all this is generally a chance to say hello.

Click a date to continue

Wednesday, 27th January
Open for bookings

I'm unable to attend

schoolcloud West Acton Primary School

Home
My Bookings

Tuesday 23rd February 3.10pm to 5.30pm
and Thursday 25th February 3.30pm to 6.20pm.

Choose Booking Method

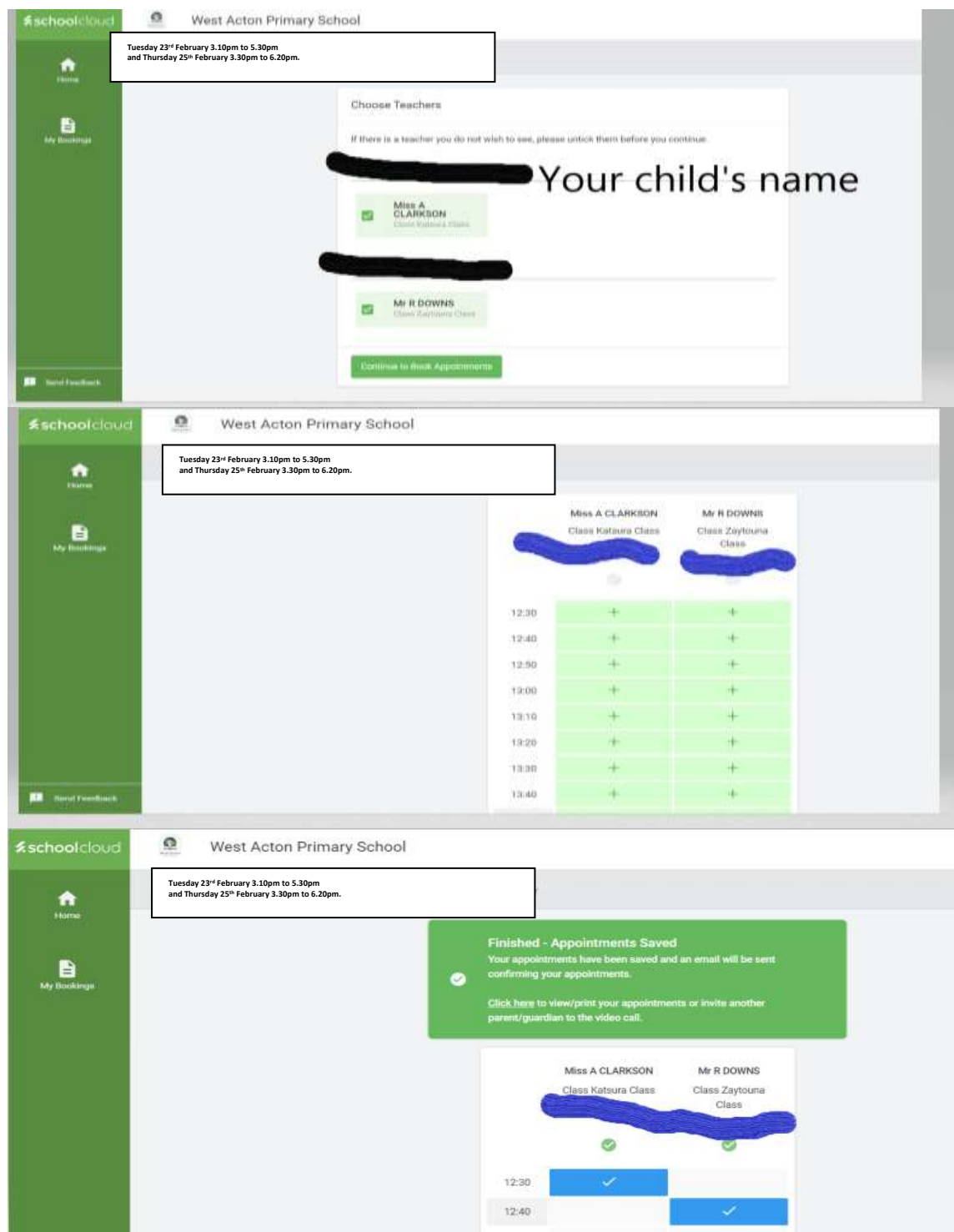
Select how you'd like to book your appointments, then click Next.

☐ Automatic
Automatically book the best possible times based on your availability

☒ Manual
Choose the time you would like to see each teacher

Next

You should see your child and their class – if you have more than one child at our school, all children should show up.



We hope that you are able to book your meeting smoothly – if you need support booking please contact your year group’s remote email address. Do check carefully that you are entering yours and your child’s details – names and date of birth correctly.

On the night you will need to log on –
 you will not get an email, parent cloud won’t call you or remind you. I
 suggest you log on about 10 minutes before your slot.