PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com

Monday, 11th March 2024

Dear Parents/Carers,

<div align="center"><u>Parents Evenings – Monday 25th and Tuesday 26th March</u></div>

You will have a chance to meet with the class teacher for 10 minutes on either Monday 25th or Tuesday 26th March.

We will continue to book appointments using the School Cloud and the meeting will take place in school with the teacher.

You can book the appointments from Monday 11th March from 4.00pm.

Click on the link below to make your appointment.

https://prestonmanor.schoolcloud.co.uk/

You will need to log in with the following information :

- your name and email address [the email address that you gave the school when your child joined]
- your child's first name, surname and date of birth
- you will then be able to click on the teacher's name and select an appointment day and time [Monday 25th or Tuesday 26th March].
- you will receive an email confirmation with the appointment date and time

See the information on the attached document for a step by step guide on how to book your appointment. [If you have any problems with making your appointment, please speak to me when I am outside or email me at q.siddique@preston-manor.com]

Appointments are 10 minutes long. During this time, the teacher will discuss with you the targets to support your child, your child's effort, and how you can support your child at home. [If you would like a longer appointment, please arrange another date and time with the teacher.]

Thank you for your continued support.

Yours sincerely,
Qudsia Siddique
Deputy Head of the Lower School

Logging in to School Cloud

Parents' Guide for Booking Appointments

*school*cloud

Browse to https://prestonmanor.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.

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*.