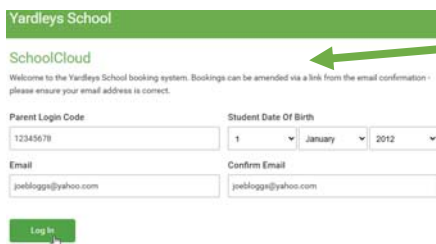


# Parents' Guide for Booking an AtL Appointment

Browse to <https://yardleys.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.

Enter your 'Parent Login Code' shared by the school via letter.

Please note – an email address is optional, but will provide you with an emailed confirmation of your appointment.

## Step 2: Select Thursday, 3<sup>rd</sup> April

Click on the date you wish to book.

Unable to attend the remote session? Click *I'm unable to attend*.

(please note that attendance is expected and that this will result in a follow-up call from the school)

### Year 8 Progress Evening (REMOTE)

This is a remote session with your child's teachers and will provide an opportunity to discuss how your child is getting on with their studies. Your child should also attend the remote session with you.

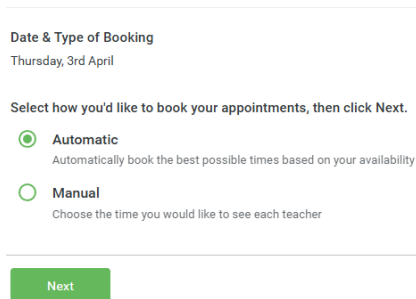
Click a date to continue

Thursday, 3<sup>rd</sup> April  
[Open for bookings](#)

[I'm unable to attend](#)

Choose Booking Method

## Step 3: Select Booking Mode



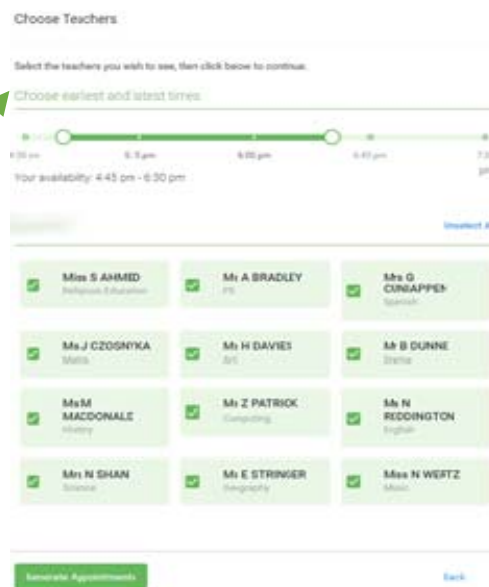
We recommend that you choose Automatic, since you will be making appointments with lots of teachers and the system will work out the most appropriate times for you within a given range.

Click *Next*.

## Step 4: Availability & Teachers

Select your availability. Please note that it may not be possible to fit all appointments in, if your availability is limited. The earlier you book, the better! Ideally, you should see all of your child's teachers, but you have the option to select who you want to see here.

Click *Generate Appointments*



## Step 5: Confirm Appointment Times

The most suitable appointment schedule available will be suggested based on your availability. You will have a short time (2 minutes) in which to accept these or reject them. Remember, there may be many parents using the system at the same time and appointment slots will be filled. The earlier you secure your appointments, the better! You will be able to change appointment times by logging in again if you need to.



### Please be ready for the start of the appointments

You will need to log in again to access your remote appointments. Please ensure that you login shortly before your first appointment. The appointments are timed and you will only be able to access an appointment during the first 4 minutes of a confirmed slot. Appointments will automatically finish at the end of the 5 minute slot.

Please contact the school if you experience any technical difficulties with booking appointments. Thank you