# Parents' Guide for Booking an AtL Appointment **school** cloud

Browse to https://yardleys.schoolcloud.co.uk/

SchoolCloud			-			_
Welcome to the Yardleys School booking please ensure your email address is com		mended via	a link from t	he em	al conferna	tion -
Parent Login Code		Student Date Of Birth				
12345678	1	*	January	٠	2012	*
Email	Confirm	Confirm Email				
	joebloggs@yahos.com					

### 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.

Year 8 Progress Evening (REMOTE)

## Step 2: Select Thursday, 3rd April

Click on the date you wish to book.

Unable to attend the remote session? Clie attend.

(please note that attendance is expected and that this will the school)

ck I'm unable to	This is a remote session with your child's teachers and will provide an opportunity to discuss how your	Click a date to continue				
	child is getting on with their studies. Your child should also attend the remote session with you.	Thursday, 3rd April Open for bookings	Ð	>		
result in a follow-up call from		I'm unable to attend				

Choose Booking Method	Step 3: Select Booking Mode					
Date & Type of Booking         Thursday, 3rd April         Select how you'd like to book your appointments, then click Next. <ul> <li>Automatic</li> <li>Automatically book the best possible times based on your availability</li> <li>Manual</li> <li>Choose the time you would like to see each teacher</li> </ul>	We recommend that you choose Automatic, since you will be making appointments with lots of teachers and the sytem will work out the most appropriate times for you within a given range. Click <i>Next</i> .	Select Cross Built Dire	the Teachers the teachers you wish to one exertent and later 6.5 pm existencity: 4.45 pm - 6.3	it tirrea	tek baces to posthua. 6 El pro	0
Next	Step 4: Availability & Teachers	5	Mins S AHMED Independent Antonion		Mi A BRADLEY	
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 <i>Generate Appointments</i>			Ma J CZOSNYKA		Mi H DAVIES	
	2	MsM MAEDONALE	8	Mi Z PATRICK	8	
	your child's teachers, but you have the option to select who you want to	8	Min N SHAN	5	Mi E STRINGER (Impactly)	8
	Click Generate Appointments	Law	nala Approximants			
		Confirm Appoint Here are pur appoint editor her heredes.	ment Tenes mente Pyroje teory with t	tern, plaase (	ink the Accept Spearstmark	hater
Step 5: Confirm Appointment	Times	4.45 pm	Res MARD		Parginet Silver	
3180 9. SUITH ADDONNIER	LILLES			the second second		

### Confirm Appointment Limes

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.

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### 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