

Colman Junior School  
South Park Avenue  
Norwich NR4 7AU



Colman Infant School  
Colman Road  
Norwich NR4 7AW

Mrs Julie Sandford  
Headteacher

20<sup>th</sup> November 2020

Dear Parents/Carers

**Year 4, Year 5 and Year 6 Parent/Teacher Consultations - Online Appointment Booking**

Parent/Teacher Consultations will take place as follows:-

- 4SH - Monday 7<sup>th</sup> December and Tuesday 8<sup>th</sup> December 3.45pm to 6.05pm.
- 4LK - Monday 7<sup>th</sup> December and Tuesday 8<sup>th</sup> December 3.45pm to 6.05pm.
- 5HH - Monday 7<sup>th</sup> December, Tuesday 8<sup>th</sup> December and Wednesday 9<sup>th</sup> December 3.30pm to 6pm.
- 5MC - Monday 7<sup>th</sup> December and Tuesday 8<sup>th</sup> December 3.30pm to 6pm.
- 6DG - Tuesday 8<sup>th</sup> December 2pm to 5pm and Wednesday 9<sup>th</sup> December 3.40pm to 6pm.
- 6SF - Monday 7<sup>th</sup> December 3.40pm to 6pm and Tuesday 8<sup>th</sup> December 3pm to 6pm.

Due to Covid19 restrictions, the Federation has introduced a new online appointment booking system along with the consultations taking place by video appointment.

This new system allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointment along with the link to join the video appointment.

The portal to book appointments will open from Friday 20<sup>th</sup> November at 7pm and will close on Friday 4<sup>th</sup> December at 7pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://colmanjunior.schoolcloud.co.uk> to book your appointment. (A short guide on how to add appointments and details on the online video call is included with this letter.)

If you do not have access to the internet, or have any problems, please contact the school office who will be happy to add appointments on your behalf.

With best wishes

A handwritten signature in black ink, appearing to read "Julie Sandford". The signature is fluid and cursive, written over a white background.

Julie Sandford  
Executive Headteacher  
The Colman Federation

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# Parents' Guide for Booking Appointments

Browse to <https://colmanjunior.schoolcloud.co.uk/>

Please note if parents living at different addresses wish to make an appointment they will need to make an individual appointment (as appointments can only be made 2 way).

## 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.

Please note: If your child has a double barrel name, please enter it with a hyphen (as we have to put a hyphen in even if there isn't one to match our management information system).

For example:

John-James Smith or John Brown-Smith

## 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 5 (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.

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*.

## On the day of the video appointment

login to Parents Evening

<https://colmanjunior.schoolcloud.co.uk/> or you can click on the link from the bottom of the email confirmation you have received. Once logged in you will see a notice that you have upcoming video appointments and under this the details of the appointment along with a "Join Video Appointments" button. This will be become available 60 minutes before your appointment. Then you click "Join Video Appointments" the video call screen will be displayed. You may at this point be asked if you wish to allow access to your camera/microphone, in which case please click yes. If you prefer to have an audio only appointment this this can be done as well.

On this screen you can see the follow information:

At the top left the teacher name.

A countdown to the start of the appointment.

At the bottom the controls for the microphone and camera (once a teacher is available or you are in a call these also show a pick up and hand up button).

In the middle, where your appointment is due to start, the "Start Appointment" button.

**Please note appointments are for 10 minutes long and there is a countdown on the top of the screen.**

Please see instructions with further details. Any problems please ring the main school office 01603 508530.