

Parents' Guide for Booking and Attending Appointments

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



Your Details

Title: Mrs First Name: Rachael Surname: Abbott
Email: r26644@gmail.com Confirm Email: r26644@gmail.com

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 28 July 2000

[Log In](#)

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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.

Choose Teachers

If there is a teacher you do not wish to see, please untick their name as you click due

☒ Mr J Brown
☒ Mrs A Wheeler

[Continue to Book Appointments](#)

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 would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	20
Mrs A Wheeler	Ben	Mathematics	102
Mr J Brown	Andrew	French	14

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Manual Booking

Mr J Brown (AS) Ben
Miss B Patel Class 10E (HS) Andrew
Mrs A Wheeler Class 11A (L1) Ben

16:30
16:40
16:50
17:00

[Accept](#) [Delete](#)

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.

Once you are finished booking all appointments, at the top of the page in the alert box, press **click here to finish the booking process**.

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	20
Mrs A Wheeler	Ben	Mathematics	102
Mr J Brown	Andrew	French	14

[Print](#) [Amend Bookings](#)

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*.