



# Layton Primary School

Headteacher: Mr Jonathan Clucas

Monday 15<sup>th</sup> November 2021

## PARENTS' EVENING November 2021

Dear Parents and Carers,

Following the success of our parent-teacher video calls in May, we are pleased to share that for this year's parent consultation meeting will again be held remotely through School Cloud video call system.

**All video appointments will take place on Wednesday 24<sup>th</sup> November, between 3:45pm - 6:30pm.**

Due to time constraints, we have to limit each appointment to 5 minutes. The School Cloud system will display a timer on the screen to show the remaining time of the meeting. If you feel you need to discuss something more in depth with your child's teacher, please make a separate appointment for this. We would suggest that if you have a specific question, that you have this prepared beforehand to ask at the end if there is time.

### How to Book:

Appointments are now available to book through the website [layton.schoolcloud.co.uk](http://layton.schoolcloud.co.uk). Appointments are given on a first come first served basis, if you need any assistance booking an appointment please use the handy guide attached to this letter\*. If you still need further assistance, the school office will be happy to help you with this.

We look forward to seeing you, virtually, to discuss your child's progress.

Yours Faithfully,

**Jonathan Clucas**  
Headteacher

\*If you require a printed copy of this letter please contact the school office who can send one home with your child





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## Parents' Guide for Booking Appointments

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

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 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. Please note – you must enter the information as it will appear on your child's record e.g. Benjamin or Ben.

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.

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'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, or if you have multiple children.**

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

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'd like to book appointments with.

A green tick indicates they're selected. To de-select, click on their name.





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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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes.

To keep them, choose Accept at the bottom left.

If it wasn't 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## 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're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

View 11 Subject Bookings

This screen displays the subject bookings for your class. Please refer to the legend on the left to understand the symbols used in the table. For the time slot where the booking is made, clicking on the time slot will open the booking details page.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6
Mr J Brown	Ben	English	E6

## 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 – Attending your video appointment

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

### 1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone) login to Parents Evening at the web link above, or click the link from the bottom of the email confirmation.

Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a *Join Video Appointments* button.

### 2. Check Audio and Video

When you click *Join Video Appointments* the *Check Audio and Video* 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. From here you can turn on or off your microphone and camera, and check your microphone and speakers. Once you are happy, click *Proceed to Video Call*.

### 3. The Video Call

On this screen you can see the following, when in a call:

- At the top left the teacher name
- At the top right a countdown to the start of the appointment.
- At the bottom the controls for the microphone and camera.

When the teacher is available, a green pick up button will appear – press this to start the call.



### 4. Making a call

- Click the *Start Appointment* button. You will see yourself in the bottom right corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a notice to that effect in the centre of the screen.
- You will see the remaining time for the appointment counting down in a blue bar at the top of the screen, which will turn red when the last 10 seconds begin and then will automatically end the call.
- If you lose access to the system during the call, log in again and click *Start Appointment* on the video call screen. As long as the teacher is still available, this will let you continue with the appointment.
- **Please note** that if you are late, or leave and re-join the call, it does **not** reset the timer. The appointment will always end at the scheduled time.



### 5. Follow on calls

- If you have a consecutive appointment scheduled the screen will display a *Start Next Appointment* button. When you are ready to proceed, click on it
- If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

