



St. Jérôme Church of England Bilingual Primary School

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To: All Parents / Carers

28 April 2021

Dear Parent / Carer

Parents' Consultation 4th – 6th May 2021- Online Appointment Booking

I would like to invite you to attend our Parents' Consultation event. This is an important event and provides parents with an opportunity to discuss their child's progress with their class teacher and will continue to be delivered remotely due to the current Covid restrictions.

The school is trialling a new intuitive and easy to use online appointment booking system which supports video calling. This allows you to choose your own appointment times with your child's teacher and coordinate sibling meetings. You will receive an email confirming your appointments once booked. We are confident this will provide greater flexibility and ease of booking as families will be able to identify available appointment times instantly. We will evaluate the process on an ongoing basis and welcome feedback in due course.

Each family will be allocated a specified duration of 10 minutes and the system will end the meeting automatically once this time has elapsed. A countdown timer will appear on the video call. Kindly ensure you have prepared any questions in advance and adhere to the time allocation you have selected.

Appointments can be made from today and will close on **Monday 3rd May at 10pm**. Should you wish to make any changes after this date please contact the school office. We strongly recommend you book your appointment before Friday as the school office staff will be available to assist you if required.

To Make Your Booking

Visit <https://stjerome.schoolcloud.co.uk>

Login with the following information:

Parent Title: i.e. Mr / Mrs / Miss / Ms

Parent First Name:

Parent Surname:

Email Address:

Confirm Email Address:

NB: please note this must be the details of the parent who has received this email and is recorded in our files as Contact Number 1. There is an opportunity to invite another parent and this is detailed in the instructions below.

Student First Name:

Student Surname:

Student DOB:

Once you have access to the portal you will be able to see the parent consultation dates.

Click on each day to view available time slots by selecting the 'manual' option

Your child's teacher's name will display – leave this ticked and

Click – Continue to Book Appointments

The times available will be displayed in a green box with a + sign

Any greyed-out times are not available

Select your preferred choice by clicking the + sign next to the time slot required

If you cannot find a convenient time on your chosen day, click on Home to go back to the date options and select another day.

Once you click on the required time the cell will change to 'Book'

You will then have the opportunity to leave a message for your child's teacher but this MUST only refer to the parent consultation. This is optional, the box can be left blank.

Click save to confirm appointment

You will then be redirected on the portal to a screen where it will confirm 'Finished - Appointment Saved'

You then have the option to view / print your appointment or invite another parent / guardian to attend the video call by clicking on 'Click here' in the top green box.

From this screen you are able to follow the icons on the screen to complete the required action.

You will also be able to view a confirmation that your appointment has been saved and a confirmation email sent.

Your confirmation email will include a link to gain access to the portal at the time of your appointment.

We highly recommend that you join your parent consultation at least 5 minutes prior to the time of your appointment. You will see a countdown timer to your appointment time and be automatically connected at your selected appointment time. Please note that the system will automatically end the session at the designated time e.g. if your appointment time is 16.45 – 16.55 the video call will automatically end at 16.55 to allow the next parent access. If you join past your allocated start time the call will still end at the original designated end time.

At some point before the scheduled meeting please test your device's microphone and camera by clicking the link in the confirmation email.

The screen will now display 'Video Appointments'

Click the 'Join Video Appointments' button to test microphone and camera

If prompted click allow use of microphone and camera – the icons for these should be displayed as white and green.

Click the blue button which shows 'Proceed to Video Call' at the appropriate time.

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

We do hope that this trial will prove useful and that in the future we can utilise it to book future remote and in person parent consultations.

Yours sincerely,



Revd Daniel Norris
Executive Headteacher