

Metropolitan Borough of Sandwell
ST JAMES CE PRIMARY SCHOOL



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Headteacher: Mrs C McGregor

29th September 2021

Dear Parent/Carer

Parents Evening (w/c Monday 18th October 2021)

We would like to invite you to book your parents evening meeting – these appointments are all during w/c Monday 18th October (times vary depending on your child's year group). These are important meetings which provide you with an opportunity to talk to your child's teacher. The majority of meetings will be face to face as many parents appear to be happy in attending school but we understand that some parents may be anxious about attending a face to face meeting. With this in mind, we are introducing a limited number of telephone appointments. (NOTE: due to risk assessments in place, **ALL** meetings for classes 1S and 5N will take place by telephone).

We will once again be using the online booking system that we used for previous Parents' Evenings. This easy to use online appointment booking system allows you to choose your own appointment times with teachers. You will be able to choose either a face to face slot OR telephone appointment at selected times. We would ask that all parents wear a face mask for the face to face meetings.

Appointments can be made from midnight on **Saturday 2nd October 2021** and the booking system will close on at **12:00 midnight on Sunday 17th October 2021**. Each appointment will last for 10 minutes). Should you wish to make any changes after this date please contact the school office.

Please visit <https://stjamesce.parentseveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Your details

Title:

First Name:

Surname:

Child's details

Student's First Name:

Student's Surname:

Student's Date of Birth (DOB):

(Inputting your e-mail address is optional. If you decide to input your address the system will send confirmation of your selected appointment time). **If you are unable to log into the Parents' Evening system, it may be a simple case that on our system we have your title incorrect (ie Ms instead of Mrs or Miss); PLEASE TRY ALTERNATIVE TITLES TO LOG IN (ie MISS, MS, MRS etc). If you are still unable to log in please contact the school (via email) for assistance – contact.us@stjamespri.uk.** If you do not have access to the internet at home, all local libraries have computers for use by the general public. Alternatively, please leave a message for the school office who will contact you to assist you with booking an appointment.

Yours sincerely

Mrs McGregor
HEADTEACHER

Parents' Guide for Booking Appointments

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

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.



Log in to your account. Please enter your email address and password. If you have forgotten your password, click here.

First Name	Last Name	Username	Password
John	Doe	john.doe	password123

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*.



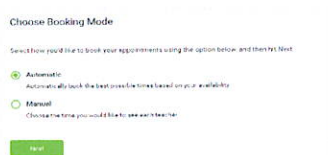
September Parents Evening

Click a date to continue.

Date	Time	Availability
Monday 18th September	14:00 - 17:00	<input checked="" type="checkbox"/>
Tuesday 19th September	14:00 - 17:00	<input type="checkbox"/>

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.



Choose Booking Mode

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

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

☐ Manual
Choose the time you would like to book with each teacher.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 17:00

Your availability: 14:00 - 17:00

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Choose Teachers

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

Enter Awaiting

Teacher	Status
Mr J Brown	<input checked="" type="checkbox"/>
Mrs A Wheeler	<input checked="" type="checkbox"/>

Step 6: Book Appointments (Automatic)

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.



Confirm Appointment Times

Clicking 'Accept' will confirm your provisional appointments. You can change your provisional appointments at any time.

Teacher	Student	Subject	Room
Mr J Brown	Class 101 (M1)	English	101
Mrs A Wheeler	Class 102 (M2)	Maths	102

Step 7: 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. You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.



Teacher	16:30	16:40	16:50	17:00
Mr J Brown	Class 101 (M1)	Class 102 (M2)	Class 103 (M3)	Class 104 (M4)
Mrs A Wheeler	Class 105 (M5)	Class 106 (M6)	Class 107 (M7)	Class 108 (M8)

Step 8: 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*.



September Parents Evening

Teacher	Student	Subject	Room
Mr J Brown	Class 101 (M1)	English	101
Mrs A Wheeler	Class 102 (M2)	Maths	102