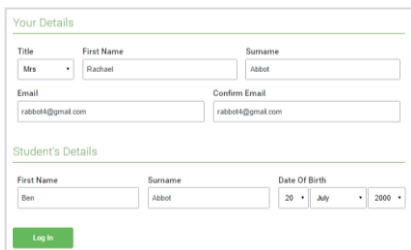


# Parents/Carers Guide for Booking Appointments

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

Below you will find a short guide on how to book appointments using the School Cloud system for Chatham Grammar

You can also find a range of helpful videos using the link sent to you in the information letter.

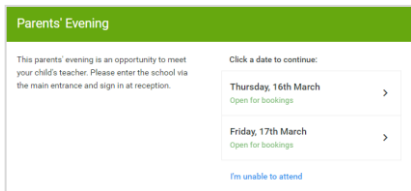


## Step 1: Login

Fill out the details on the page then click the *Log In* button.

Your details must match the academy's details, including your name. Please do not use shortened versions of names as the system will not allow you access

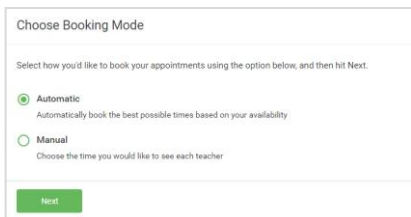
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents/Carers 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.

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

[Add a Teacher](#)

[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.

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 (H3) 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 alternative time.

You can optionally leave a message for the teacher on this screen.

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

Thank you for booking

The appointments booked for the pupils are as follows:

Teacher	Student	Subject	Room	
16:30	Mr J Sinclair	Ben	English	E6
16:30	Mr J Sinclair	Ben	English	E6
16:50	Mr J Sinclair	Andrew	English	E6
16:50	Mr J Sinclair	Ben	English	E6
17:00	Miss B Patel	Andrew	Mathematics	M2
17:00	Miss B Patel	Andrew	Science	S1

## 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*.