

## PARENT GUIDE TO BOOKING PARENT CONSULTATION MEETINGS

Logging in:

The login page link is:<https://stivichall.schoolcloud.co.uk/>

When logging into the Parents evening you need to fill in your details which is your name and and your child's name and date of birth.

The screenshot shows the login page for the Stivichall Primary School Parents Evening System. The page has a red header with the school name. Below the header, there is a section titled "Parents Evening System" with a welcome message. The main form is divided into two sections: "Your Details" and "Student's Details".

**Stivichall Primary School**

**Parents Evening System**

Welcome to the Stivichall Primary School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: [Dropdown menu] First Name: [Text input] Surname: [Text input]

Email: [Text input] Confirm Email: [Text input]

**Student's Details**

First Name: [Text input] Surname: [Text input] Date of Birth: [Day dropdown: 1] [Month dropdown: January] [Year dropdown: 2011]

**Log In**

Booking appointments:

Once you are logged in there will be the parents evening where you can select the evening which will suit you best and then you will have two options of booking.

## Choose Booking Method

Select how you'd like to book your appointments, then click Next.

- Automatic**  
Automatically book the best possible times based on your availability
- Manual**  
Choose the time you would like to see each teacher

Next

Automatic will ask you for the time you are available on that evening and will give you a time slot.

Manual will let you chose your slot from the ones available.

**PLEASE REMEMBER TO ONLY MAKE ONE BOOKING PER CHILD.**