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WELCOME TO THE 'PARENTS' EVENING BOOKING SYSTEM'. APPOINTMENTS CAN BE ATTENDED VIA VIDEO CALL OR BY EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

**Your Details**

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

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

## Step 1: Login

Fill out the details on the page - **please ensure these exactly match the details the school holds for you**, then click the *Log In* button.

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

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
 In-person & video call  
[Open for bookings](#)

Tuesday, 14th September  
 In-person  
[Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date? Click *I'm unable to attend*.

**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 (A2))  
 Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 3: Choose Teachers

Select the teachers you have been offered priority appointments with. A green tick indicates they're selected. To de-select, click on their name.

If there are no priority appointments available to book then your child's teachers do not have any concerns about your child's progress.

	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 4: 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.

**September Parents Evening** 2 appointments from 16:15 to 16:45  
**Tuesday, 14th September** In-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening 2 appointments from 16:00 to 16:45 Monday, 13th September Video call

September Parents Evening 2 appointments from 15:00 to 15:45 Monday, 13th September In-person

## Step 5: 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*.

To book non-priority appointments, follow the process above when remaining appointment slots become available.

To book further non-priority appointments, click on *Amend Bookings* and then select the teachers you would like to make appointments with as above. Only select teachers that you wish to see, **do not deselect teachers you have already made appointments with**.