

# WEST LYNN PRIMARY SCHOOL

St Peters Road, West Lynn,  
King's Lynn, Norfolk, PE34 3JL

Executive Headteacher: Ms J. Borley



Telephone 01553 772330  
Fax: 01553 772330  
office@westlynnprimary.co.uk  
www.westlynn.norfolk.sch.uk

7<sup>th</sup> February 2022

Dear Parents and Carers,

As you know we have a parents evening coming up on the 21<sup>st</sup> and 22<sup>nd</sup> of February. Due to the increased number of covid cases in the area, we have decided to hold these appointments via video. We are choosing to trial a new method of booking these appointments via "School Cloud".

This system allows you to pick your appointment from the following times:

EYFS (These appointments will be held jointly with Miss Hill and Mrs Maddison):

Monday 21<sup>st</sup> February 2022 10am – 12 noon and then 1.30pm until 2.30pm

Tuesday 22<sup>nd</sup> February 2022 10am – 12 noon and then 1.30pm until 2.30pm

All other classes

Monday 21<sup>st</sup> February 2022 3.30pm until 5pm

Tuesday 22<sup>nd</sup> February 2022 4pm until 7.30pm

Once you have booked in your appointment you will receive an email confirmation. You will be able to make your bookings from 7<sup>th</sup> February 2022 and the appointments will close at 4pm on the 14<sup>th</sup> February 2022. Should you wish to make any changes after this date, please contact the school office.

To book your appointments, please visit <https://«Web Address».schoolcloud.co.uk>, a guide to booking your appointments is included in this email. You will need to book each of your children's appointments separately.

**Each appointment last for ten minutes.**  
**Please be aware that the teacher is not able to change this.**

Should you need more time to discuss anything with your teacher, please contact the school office who will arrange a telephone appointment for you.

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

Yours sincerely

Mrs. Borley  
Executive Deputy Headteacher



# Parents' Guide for Booking Appointments

Browse to <https://westlynn.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.



## 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*.



## 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.



## Step 4: Select Availability

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



## 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.



### 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.



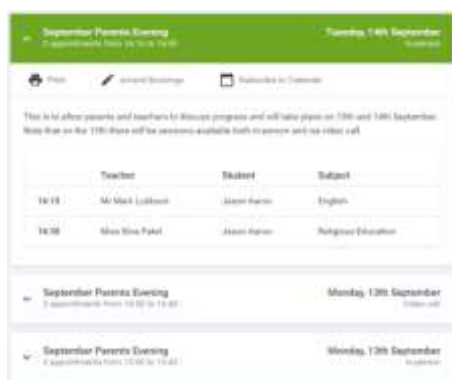
### Step 7: Book Appointments

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.



### 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*.