



# Chapel Street Community Primary School

Chapel Street, Levenshulme, Manchester. M19 3GH

[www.chapelstreetprimary.co.uk](http://www.chapelstreetprimary.co.uk)

Tel: 0161 224 1269

Email: [admin@chapelstreet.manchester.sch.uk](mailto:admin@chapelstreet.manchester.sch.uk)

Headteacher  
Mrs Ella Hughes  
Wednesday 9<sup>th</sup> February 2022

## Re: Parent's Evening

Dear Parents/Carers,

Our parent's evenings will be taking place on **Tuesday 8<sup>th</sup> March** and **Wednesday 9<sup>th</sup> March** between 3:30pm – 6:00pm.

This is an important evening and provides you with an opportunity to speak with your child's teacher, ask them questions and discuss their progress so far this year in school.

Meetings will take place via video call on School Cloud. School Cloud is very user friendly and proved successful at our previous parent's evening. You can log in to School Cloud and select your own appointment time with your child's class teacher. You will receive a confirmation email once booked.

Please visit <https://chapelstreet.schoolcloud.co.uk/> to book your appointment.

(A short guide on how to book appointments is included below – please keep this letter)

Bookings will be open from **Monday 28<sup>th</sup> February 2022** and will close on **Friday 4<sup>th</sup> March 2022**. You will not be able to book before or after these dates.

To log in, you will need to use the following details:

- Child's First Name
- Child's Surname
- Child's Date of Birth

***You will need to use your child's name as it appears on their birth certificate.***

If you do not have access to the internet or a device to connect to video, please speak with your child's teacher and they will assist you as best they can.

It may be possible to provide a translator at your appointment should you need one. To request a translator, please tick the box or leave a comment. We will try our very best to accommodate all requests.

Translator Details

The parent requires a translator

Yours sincerely

Miss C Fitton  
Admin & Communications Manager

Continue to Book Appointments



# Parents' Guide for Booking Appointments

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

Before you can book an appointment, please ensure you are logged in to your account. If you are not logged in, please click the 'Log In' button at the top right of the page. If you are not logged in, please click the 'Log In' button at the top right of the page. If you are not logged in, please click the 'Log In' button at the top right of the page.

**Your Details**

Title: Mrs First Name: Richard Surname: Abbott  
 Email: r.abbot@psn.ac.uk Confirm Email: r.abbot@psn.ac.uk

**Student's Details**

First Name: Ben Surname: Abbott Date Of Birth: 20 July 2000

## 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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 12th and 13th September. Note that on the 13th there will be sessions available both in person and via video call.

Click a date to continue

Monday, 12th September  
 In person & video call  
 Click for bookings

Tuesday, 14th September  
 In person  
 Click for bookings

[I'm unable to attend](#)

## 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*.

**Choose Booking Mode**

Select how you'd like to book your appointment, using the option below, and then hit Next

Automatic  
 Automatically book the best possible times based on your availability

Manual  
 Choose the times you would like to see each teacher

[Next](#)

## 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**

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 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

Mrs A Wheeler  
 CLASS TA

[Continue to Book Appointments](#)

## 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.

**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 Brown	Ben	English	E5
17:25 Mrs A Wheeler	Ben	Mathematics	M2
17:45 Dr B Robinson	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## 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.