



MEADGATE PRIMARY SCHOOL

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Executive Headteacher: Mr. J. J. Figg

Tuesday 24th January 2024

Dear Parents/Carers,

Consultations Evenings

We are holding our spring consultation meetings on **Monday 12th February**, **Tuesday 13th February** and **Thursday 15th February**. These meetings are to celebrate the successes the children have had since the beginning of the year, their progress to date and the targets that have been set for them moving forward. It is important that parents and carers are part of the discussion with staff and we would strongly encourage you to make an appointment with the teacher.

Parents may attend on their own; however in Key stage 2, children are encouraged to be more independent learners. With this in mind, so that your children can be involved in their progress, it would be beneficial for them to attend the meeting with you. This gives them the opportunity to celebrate their successes and discuss their challenges and future targets in partnership with their parents or carers and teacher.

For these consultations we will be offering a choice of either face-to-face or online appointments which we hope will suit all families. Appointments on **Monday** and **Tuesday** will be **face-to-face** and those offered on **Thursday** will be **online**.

All bookings should be made by parents through School Cloud, as before. You will see when you login to book an appointment those which are online and those which are in person. Both online and face to face appointments will be for ten minutes. The appointments will open for booking from **Monday 29th January at 16:00** until **Friday 9th February at 16:00**. As usual, a step by step guide to booking appointments is attached to this letter. If you encounter any problems please contact techsupport@meadgate.essex.sch.uk.

Mrs Ing, our SENDCO, will be available on Tuesday 13th February, to see any parents that have specifically SEND related questions or concerns. This appointment does not replace your time with the class teacher, who will have information regarding progress in class, related to specific subject areas.

If you have recently had a meeting with Mrs Ing, or see her regularly as part of your child's SEND review cycle, you will not need an additional appointment, unless there are new developments. This appointment will not replace any normal SEND discussions you have. To make an appointment with Mrs Ing, please contact the school office directly.

Please note that as usual for online appointments it is possible for two parents or carers to join the same meeting from different locations. One parent/carer should make the booking and can then invite the other to attend, however **you must sign in with different email addresses**.

To ensure you are able to book the most convenient time for you, we would advise you book early to avoid disappointment, as the slots do fill quickly.

Please note that if you select an online appointment, we will be inviting parents and carers into school towards the end of this term to share the children's work at a book look session.

Yours sincerely,

Mr J J Figg
Executive Headteacher

Parents' Guide for Booking Appointments

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



Parent Details

Title: First Name: Surname:

Email: Confirm Email:

Student's Details

First Name: Surname: Date Of Birth:

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.



Parents' Evening

Three parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March [Open for bookings](#)

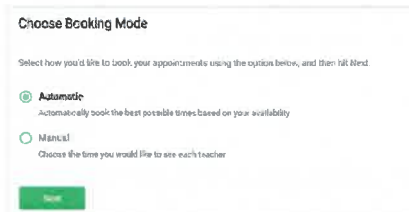
Friday, 17th March [Open for bookings](#)

[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 appointments using the options below, and then hit Next.

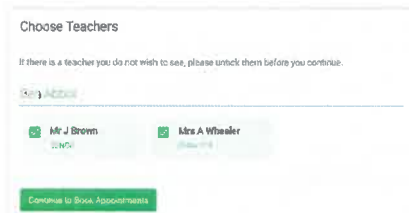
☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

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 uncheck them before you continue.

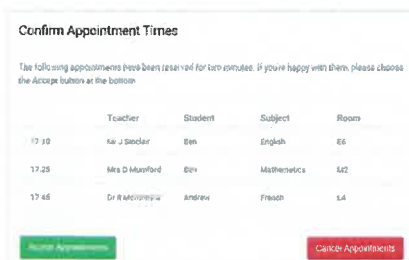
☒ Mr J Brown ☒ Mrs A Wheeler

☐ Mrs D Mansford

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

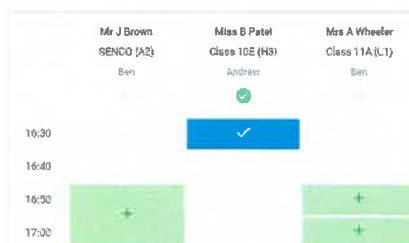
The following appointments have been generated for you. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	E6
17:25	Mrs D Mansford	Ben	Mathematics	S2
17:45	Dr R Macgregor	Andrew	French	S4

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 **Miss B Patel** **Mrs A Wheeler**
Class 1A2 **Class 10E (HS)** **Class 11A (LT)**
Ben Andrew Ben

	Mr J Brown	Miss B Patel	Mrs A Wheeler
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 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.



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*.

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