

# HERTFORDSHIRE COUNTY COUNCIL

**Headteacher:**  
David Pearce



**The Valley School**  
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Tuesday 1<sup>st</sup> March 2022

Dear Parents and Carers,

## Parents Evening Year 8 and 10 - Online Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening for Years 8 and 10 on 17<sup>th</sup> March 2022, from 16:00 to 19:00.

This is an important evening and provides you with an opportunity to discuss your child's learning and achievements at The Valley School. Appointments will be available from 4pm to 7pm on Thursday 17<sup>th</sup> March.

To facilitate the evening the school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and have them confirmed via email. We are confident this will be an improvement to the previous system, but would welcome any feedback after the event.

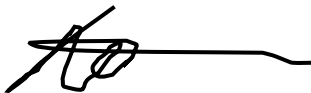
Appointments can be made from Thursday 3<sup>rd</sup> March 2022, 12:00 noon and will close on Wednesday 16<sup>th</sup> March 2021, 12:00 noon. Should you wish to make any changes after this date please contact the school office.

You have the option to book a maximum of 3 appointments. We strongly recommend booking an appointment with your child's form tutor and two optional additional appointments with subject teachers that you feel you need to discuss anything else.

Please visit <https://valleyschool.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter.

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

Yours sincerely



David Pearce  
Headteacher



## Parents' Guide for Booking Appointments

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

welcome to the 'new' easy parent booking system. appointments can be arranged via this form via email confirmation - please ensure your email address is correct.

**Your Details**

|       |            |         |
|-------|------------|---------|
| Title | First Name | Surname |
| Mrs   | Rachael    | Abbot   |

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

**Student's Details**

|            |         |               |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben        | Abbot   | 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 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<br>In-person & video call<br><a href="#">Open for bookings</a> | > |
| Tuesday, 14th September<br>In-person<br><a href="#">Open for bookings</a>             | > |

[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 option 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

[Next](#)

### Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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 14:36 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.

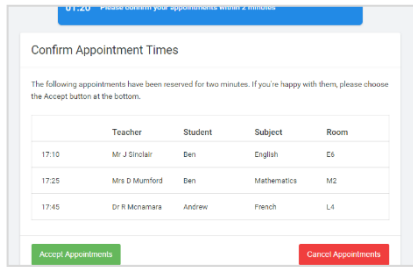
Ben Abbot

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Mr J Brown<br>SENCO | <input checked="" type="checkbox"/> Mrs A Wheeler<br>Class 11A |
|---|--|

[Continue to Book Appointments](#)

### Step 5: Choose Teachers

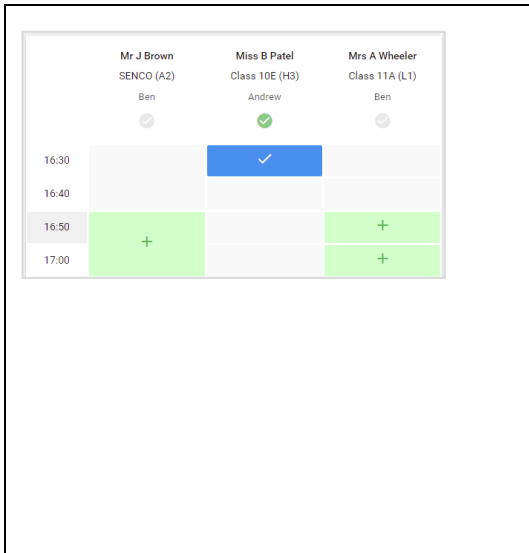
Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.



### Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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.



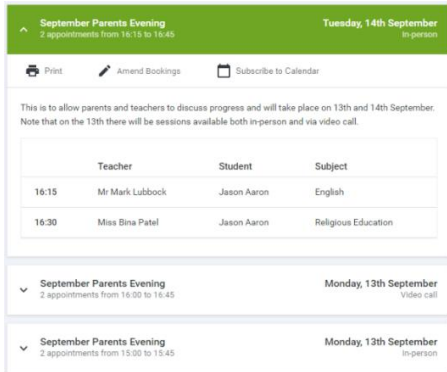
### Step 7: Book Appointments

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 would like to discuss, or raise anything beforehand.

Once you are 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*.