



HEATHWOOD LOWER SCHOOL, Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU
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Mrs Jackie Wright B. Ed (Hons)

30 September 2024

Dear Parents

Virtual Parents' Evening 8th, 9th and 10th October 2024 - Online Video Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on 8th, 9th and 10th October 2024. This will be an opportunity for you to catch up with your child's class teacher and discuss how they have settled in to the new school year.

The school uses the school cloud online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment. Your appointments will be for 6 minutes and there is a set 2-minute gap between appointments, so that you have time to move from one appointment to the next if you have more than one child.

Appointments can be made from Monday 30th September at 5pm and will close on Monday 7th October. Should you wish to make any changes after this date please contact the school office.

Please visit <https://heathwoodlower.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login using your Child's First Name, Surname and Date of Birth.

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

If you have had an IAP meeting you will not have access to the online parents evening.

Please see the schedule of meetings below:

Tuesday 8th October - Class R, 1,2 & 4

Wednesday 9th October - Class 3 Only

Thursday 10th October - All classes

Yours sincerely

Mrs Jackie Wright
Headteacher



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

Your Details

Title: Mrs, First Name: Radwan, Surname: Abdul

Email: radwan4@gmail.com, Confirm Email: radwan4@gmail.com

Student's Details

First Name: Ben, Surname: Abdul, Date Of Birth: 20 July 2009

Log In

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

This 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 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'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.

Ben Abdul

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

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 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 Sinclair	Ben	English	E6
17:25	Mrs D Maudsford	Ben	Mathematics	M2
17:45	Dr R McManisore	Andrew	French	L4

Accept Appointments

Cancel Appointments

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 SENCO (AZ)	Miss B Patel Class 10E (HS)	Mrs A Wheeler Class 11A (LT)
16:30	Ben	Andrew	Ben
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.

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 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*.

My Bookings

Print

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Maudsford	Ben	Mathematics	M2
Dr R McManisore	Andrew	French	L4

Amend Bookings