



## Parents' Guide for Booking Appointments

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

Welcome to the Green Audrey parents' evening booking system. Appointments can be arranged via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbit4@gmail.com	rabbit4@gmail.com	

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

### 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

In-person & video call

[Open for bookings](#)



Tuesday, 14th September

In-person

[Open for bookings](#)



[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 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.

Please complete details for each child you wish to book an evening for – this includes twins

### 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 are available to attend.

To pick your chosen booking times 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



Your availability: 14:00 - 17:00

## Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

### Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

[Continue to Book Appointments](#)

## Step 4: Select Availability (Automatic)

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 would like to book appointments with. A green tick indicates they are 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
17:25	Mrs D Mumford	Ben	Mathematics
17:45	Dr R McNamara	Andrew	French

[Accept Appointments](#)

[Cancel Appointments](#)

## 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 wasn't possible to book every teacher during the times you said you were available, you can either adjust the list of teachers you want to meet and try again, or switch to manual booking mode.

**If there are no spaces available for the teacher you wish to see, please join the waiting list.**

Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		
16:40		
16:50		
17:00		

## Step 7: Book Appointments (Manual)

Click any green cell to make an appointment. Blue cells indicate times where you already have an appointment, and grey cells show times that 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 also leave an optional message for the teacher to let them know what you'd like to discuss or to raise anything in advance.

Once you've finished booking all appointments, click "*click here*" in the alert box at the top of the page to complete the booking process.

**If there are no spaces available for the teacher you wish to see, please join the waiting list.**

**September Parents Evening**  
2 appointments from 16:15 to 16:45

**Tuesday, 14th September**  
In-person

Print Amend Bookings Subscribe to Calendar

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.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

**September Parents Evening**  
2 appointments from 16:00 to 16:45

**Monday, 13th September**  
Video call

**September Parents Evening**  
2 appointments from 15:00 to 15:45

**Monday, 13th September**  
In-person

## Step 8: Finished

All your bookings now appear on the *My Bookings* page.

An email confirmation will be sent, and you can also print your appointments by selecting *Print*.

Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To make changes to your appointments, click *Amend Bookings*.