

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbit4@gmail.com, Confirm Email: rabbit4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

[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*.

Choosing 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

To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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: 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.

| | 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 5: 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.

My Bookings (Thursday, 16th April)

This parent's evening has been booked on the date and time and follow the sign for the date that when the evening is being done. Booking is available in the main school car park.

| Teacher | Student | Subject | Room |
|---------------|---------|-----------|------|
| Mr J Brown | Ben | SENCO | A2 |
| Miss B Patel | Andrew | Class 10E | H3 |
| Mrs A Wheeler | Ben | Class 11A | L1 |

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*.