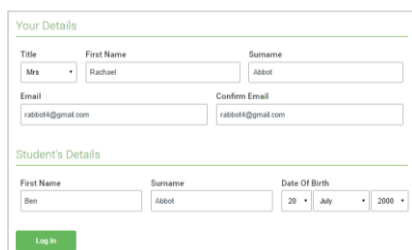


Parents' Guide for Booking Appointments & Attending the Video Appointment

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



Your Details

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

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

Student's Details

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

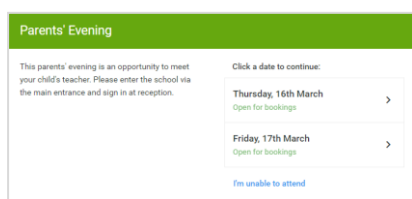
Step 1: Login

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.

To authenticate your request, your last name first name and child's date of birth must exactly match the information we have on our student database.

If you have any problems logging in or any further questions please email Miss Sparks on sparks.j@biddickacademy.com



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:

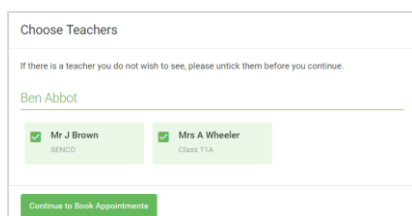
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[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 Teachers

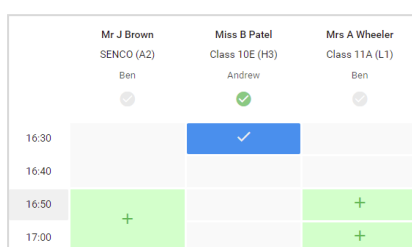
If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Step 3: 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 (AZ) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50	+		+
17:00			

Step 4: 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 save your appointments and finish the booking process.



My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Andrew	English	1A
Mr J Brown	Ben	English	1A
Miss B Patel	Andrew	Mathematics	10E
Miss B Patel	Andrew	Science	10E

Step 5: Finished booking appointment

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*.

Step 6 – Attend your video appointments

Please click the following link to the School Cloud website to access instructions and a video.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>