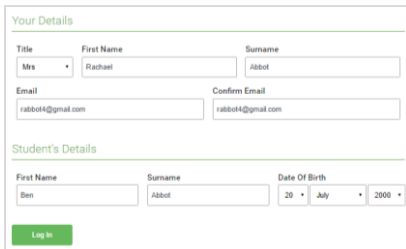


Parents' Guide for Booking Appointments

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

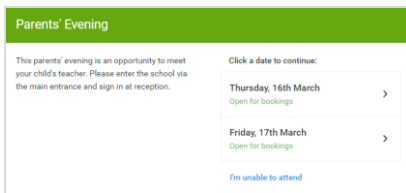
Step 1: Login

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 contact Miss Sparks on sparks.j@biddickacademy.com or 0191 5111600.



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.

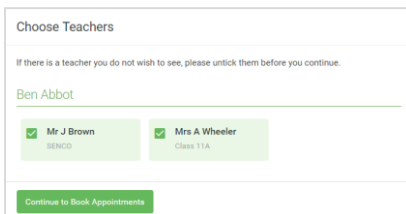
Click a date to continue:

- 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.



Choose Teachers

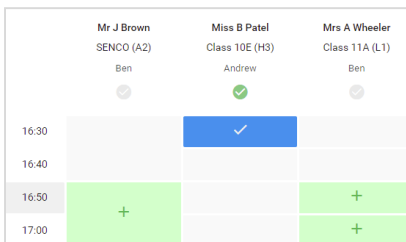
If there is a teacher you do not wish to see, please untick them before you continue.

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 (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Thursday, 16th April

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A
Mr J Brown	Ben	English	1A

Step 5: 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*.