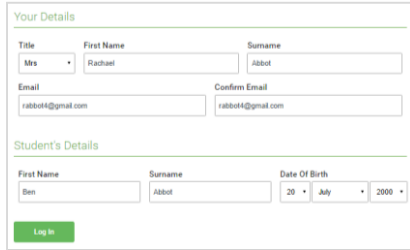


Parents' Guide for Booking Appointments

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 2009

Log In

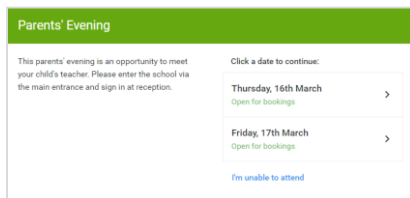
Step 1: Login

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.

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.

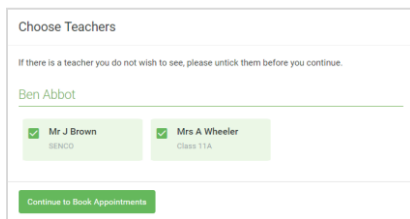
Click a date to continue:

- 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.

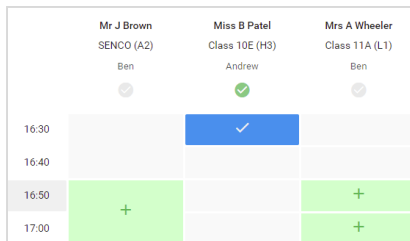
Ben Abbot

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

Continue to Book Appointments

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		✓	
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

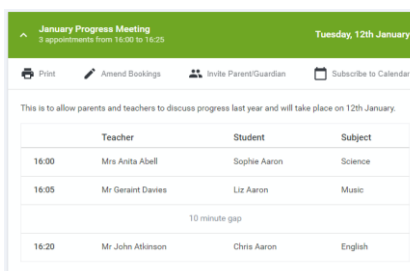
View 11 Bookings (Showing 1-11)

Teacher	Student	Subject	Room
15:00 Mr J Brown	Ben	SENCO	A2
15:10 Mr J Brown	Ben	English	A2
15:15 Mr J Brown	Ben	English	A2
15:20 Mrs A Wheeler	Ben	SENCO	11A
15:25 Mrs A Wheeler	Ben	SENCO	11A
15:30 Mrs A Wheeler	Ben	SENCO	11A

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*.



January Progress Meeting
3 appointments from 16:00 to 16:25
Tuesday, 12th January

Print Amend Bookings Invite Parent/Guardian Subscribe to Calendar

This is to allow parents and teachers to discuss progress last year and will take place on 12th January.

Teacher	Student	Subject
16:00 Mrs Anita Abell	Sophie Aaron	Science
16:05 Mr Geraint Davies	Liz Aaron	Music
10 minute gap		
16:20 Mr John Atkinson	Chris Aaron	English

Step 6: Optional - Inviting someone to attend with you

Click the following link to find instructions on how to invite another person (who will be in a different location to you) to attend your video appointment with you. Once you click the link these instructions can be found at point 6.

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