

# 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](mailto: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**

This page shows all your bookings. You can click on a booking to view details or to delete it. You can also click on a booking to add it to your calendar.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	14
Mr J Brown	Ben	English	14
Mr J Brown	Ben	English	14
Mr J Brown	Ben	English	14
Mr J Brown	Ben	English	14
Mr J Brown	Ben	English	14

## 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*.

## 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>