

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

PLEASE NOTE: If you already have a parents' evening booking request, appointments can be withdrawn via the 'My Bookings' page. An email confirmation - please ensure your email address is correct.

**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.

**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

[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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" 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.

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**

View 11 Bookings Evening  
 Appointment Details

This parents evening is for pupils in year 11. Please note the school has the main entrance and follow the signs for the main hall where the evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	A2
16:30	Mr J Brown	Ben	English	11
16:30	Mr J Brown	Ben	English	11
16:30	Mr J Brown	Ben	History	11
16:30	Mr J Brown	Ben	Mathematics	11
16:30	Miss B Patel	Andrew	History	10E

## 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*.