Newtown Primary School

Headteacher: Mrs S Chesney-Ly Anne Close, West Bromwich, B70 0ES Telephone: 0121 557 8504 Email: <u>info@newtown.sandwell.sch.uk</u>



Monday 10th March

Dear Parents and Carers,

IMPORTANT INFORMATION – PARENTS' EVENING

As always, at Newtown we view the partnership between school and home as a vital element of your child's development. We are pleased to inform you that we will be holding parents' evenings for all year groups next term.

We feel it is imperative that we continue to build good relationships with our families and give everyone the opportunity to feel connected with their child's teacher and their child's learning. We are changing the format slightly from our last parents' evening:

- Parents' evening will take place on one night only.
- The main school entrance will be used for both entering and exiting the building.
- Younger siblings will need to remain in pushchairs or on the lap of an adult attending the appointment if they are not able to be cared for at home. All children should remain under close supervision of their parent/carer.
- We encourage you to bring your child with you to your appointment.

Parents' evening will take place on the following date, between 3.40pm – 7.30pm:

Wednesday 2nd April – Nursery, Reception, Year 1, Year 2, Year 4, Year 5 and Year 6.

Year 3 parents' evening will take place between 2:00pm - 3:10pm and 3:40pm - 6:00pm on **Wednesday 2nd April**.

During your seven-minute appointment, you will have the opportunity to discuss your child's start to the school term. Please make sure that if there are any questions you want to ask, you do so early in the conversation, as each parent will have seven minutes. You may arrive 15 minutes prior to your appointment or stay 15 minutes after to view your child's learning (with exception of the first appointment available, where you will only have time after your appointment, or the last appointment available where you will only have time prior to the appointment). Please adhere to these timings to help reduce the numbers of families on site at any one time.

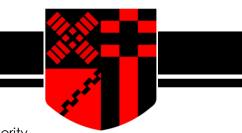
We will be using SchoolCloud to book appointments online. SchoolCloud is completely webbased and there is no need to download or install any additional software. SchoolCloud is intuitive and you will need to book your appointment using the online booking system. School is not able to book the appointments for you. This allows you to choose your appointment time with your child's teacher. If you provide the online booking system with a valid email address, it will automatically send an email confirming your appointment times and date; we strongly advise you to do this.

The booking system will open for appointments to be made from **6pm this evening (10/03/25)** and will be made on a first-come, first-served basis. The booking system will close at 6pm on Tuesday 1st April.

Please visit <u>https://newtownprimary.schoolcloud.co.uk</u> to book your appointments. A link to the appointment website can also be found on the school website

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<u>www.newtown.sandwell.sch.uk</u>. We will also send out a text to the priority 1 parent we have listed on SIMS at 6pm this evening with the link.

When you visit the appointment website, you will see a screen that looks like this:

Newtown Primary School		
SchoolCloud		
Welcome to the Newtown Primary School booking system	u	
It is really important that your login with the exact informat discrepancies in this information will result in you not bein		
If you have any issues with logging in, please contact the s hours between 8:00am and 4:00pm.	school office on 0121 557 8504 during our usual office	
Your Details		
Title First Name	Surname	
✓		
Email	Confirm Email	
Student's Details		
First Name Surname	Date of Birth	
	1 ✔ January ✔ 2010 ✔	
Log In		

It is really important that you login with the exact information that we have on file for you and your child. Any discrepancies in this information will result in you not being able to log in and book an appointment. It will ask for the following information:

- Title of Parent
- First Name of Parent
- Surname of Parent
- Email Address of Parent (this doesn't have to match our school records)
- Legal First Name of Student
- Legal Surname of Student
- Date of Birth of Student

If you have multiple children at Newtown, you only need to log in once with any child's information, you should then be able to book appointments for all siblings.

If you have any issues with logging in, please contact the school office on 0121 557 8504 during our usual office hours between 8:00am and 4:00pm.

We look forward to seeing you at your child's appointment.

Kind Regards Mrs Chesney-Ly

Parents' Guide for Booking Appointments

schoolcloud

Browse to https://newtownprimary.schoolcloud.co.uk/

Your Details First Name • Ra Abbot rabbi Date Of Birth • 2000 20 · July

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 is an opportunity to meet child's teacher. Please enter the school via Click a date to con ain entrance and sign in at re Thursday, 16th March Friday, 17th March

Step 2: Select Parents' Evening



p 3: Select Booking Mode

oose Automatic if you'd like the system to suggest the shortest ssible appointment schedule based on the times you're available to end. To pick the times to book with each teacher, choose Manual. en press Next.

e recommend choosing the automatic booking mode when browsing on a mobile device.



Confirm Appointment Times the following appointments har the Accept button at the botton Teacher 17:10 Mr J Sinclair Ben English E6 17:25 Mrs D Mumford Ben M2 Mather 17:45 Dr R Monamara ы





Step 6: 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.

Unable to make all of the dates listed? Click I'm unable to attend.

Click on the date you wish to book.

Im unable to attend	
oking Mode	Ste
like to book your appointments using the option below, and then hit Next.	Cho
lly book the best possible times based on your availability	pos atte
time you would like to see each teacher	The
	We

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (Manual): 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 finish the booking process.