

# Parents' Guide for Booking Appointments



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

Welcome to our online booking system. All bookings must be confirmed via email. Please check your email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	28 • July • 2000

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

School Cloud requires all details to be exactly the same as what we hold – please check for shortened names/different titles etc before contacting [itsupport@ashbyschool.org.uk](mailto:itsupport@ashbyschool.org.uk) for assistance.

A confirmation of your appointments will be sent to the email address you provide.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September  
In-person & video call  
Open for bookings >

Tuesday, 14th September  
In-person  
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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
Ben	Andrew	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 finish the booking process.

**September Parents Evening**  
2 appointments from 16:15 to 16:45

**Tuesday, 14th September**  
In-person

Print  Amend Bookings  Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

**September Parents Evening**  
2 appointments from 16:00 to 16:45

**Monday, 13th September**  
Video call

**September Parents Evening**  
2 appointments from 15:00 to 15:45

**Monday, 13th September**  
In-person

## 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*.