



Hawthorn Primary School

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Headteacher: Mr G R Rhodes

Dear Parents / Carers,

**Parents' Consultation Afternoon
Wednesday 23rd November 2022
1:30pm to 5:00pm**

Online Appointment Booking & Video Appointments

I would like to invite you to attend our Parents' Consultation Afternoon on Wednesday 23rd November. This is an important afternoon and provides you with an opportunity to discuss your child's progress and well-being and will give you the chance to ask any questions or raise any concerns.

You will receive your child's Autumn Term Report on Monday 21st November.

Our virtual parents' consultation was a success last time so we have decided to use the same system this time.

Our online appointment booking system is called [SchoolCloud](#). This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments are 7 minutes long (after 7 minutes the system will automatically end the call – this is to ensure that the teacher's next appointment starts on time).

Appointments can be made from today until Tuesday 22nd November. Should you wish to make any changes after this date please contact the school office.

Please visit <https://hawthorndoncaster.schoolcloud.co.uk> to book your appointments. This link has also been sent you via text and can also be found on the news pages of the school's website.

A short guide on how to book appointments is included with this letter.

To book appointments you will need to login with the following information:

- Child's first name
- Child's surname and
- Child's date of birth

If you have more than one child in school you can book separate appointments for them.

If you are not available on the above date – please log on and leave a message for the class teacher who will make alternative arrangements.

Technical info

We have tried to make the process as painless as possible and have looked for a system that will work on most devices....

The system will work on the following devices:

- iPhone / iPads
- Android phones / Tablets
- Chromebooks
- Windows PCs
- Mac PCs

Obviously the system you use will need to have a camera facing the user.

The following web browsers are supported for making video calls:

- **iPhone/iPad:** Safari
- **Android:** Chrome or Firefox
 - please note that Samsung phones often default to using the Samsung Browser, this is not supported – please download and use Chrome or Firefox
- **Windows:** Chrome, Firefox, or Edge (latest version only)
- **Mac:** Safari, Chrome, or Firefox

Thank you for your continuing support

Regards



G R Rhodes Headteacher

Parents' Guide for Booking Appointments

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

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	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.

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 Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ Automatic
Automatically book the best possible times based on your availability

☐ Manual
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

Step 5: 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.

U1222 - Please confirm your appointments within 4 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 6: Book Appointments (Automatic)

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheel Class 11A (L) Ben
16:30			
16:40			
16:50			
17:00			

Step 7: 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.

September Parents Evening Tuesday, 14th S
2 appointments from 16:15 to 16:45

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th S
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 Monday, 13th S
2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th S
2 appointments from 15:00 to 15:45

Step 8: 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*.