

Torriano Primary School
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Headteacher: Helen Bruckdorfer BA

Friday, 12 March 2021



Parents Evening

Dear Parent/Carer,

On **Tuesday 23rd** and **Wednesday 24th** March we will be hosting the **Spring Parents Evening**. To ensure the continued **safety of the community and staff we will use the same format as the Autumn meetings- video calls with your child's class teacher to discuss your child's progress.**

In order to book your appointment you will need to visit the following website:

<https://torriano.schoolcloud.co.uk/>

The booking system and appointments will all take place through the SchoolCloud software for your convenience. Attached to this letter are some instructions on how to book your appointment. If for some reason you are having difficulty with booking, please contact our admin team who will be able to support you. If you would like to explore how the video calls will take place, you can find further information here:

<https://support.parentseveningsystem.co.uk/category/823-video-parents-evenings>

Yours sincerely,

Helen Bruckdorfer



Parents' Guide for Booking Appointments

To book an appointment, please visit:

<https://torriano.schoolcloud.co.uk/>

The 'Your Details' form contains two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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.

The 'Parents' Evening' screen has a green header. Below it, there's a message: '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.' To the right, it says 'Click a date to continue:' followed by two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and 'Open for bookings' text. At the bottom, there is a link that says '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*.

The 'Choose Booking Mode' screen has a header and a message: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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.

The 'Choose Teachers' screen has a header and a message: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two teacher options, each with a green tick and a green box: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). A green 'Continue to Book Appointments' button is at the bottom.

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.

The 'Confirm Appointment Times' screen has a header and a message: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns: Teacher, Student, Subject, and Room. The table contains three rows of appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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

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).

	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 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.

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.

Date	Student	Subject	Time
16:30	Mr Brown	Maths	16:30
16:40	Mr Brown	Maths	16:40
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50
16:50	Mr Brown	Maths	16:50

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*.