

Newtown Primary School

Headteacher: Mrs S Chesney-Ly
Anne Close, West Bromwich, B70 0ES
Telephone: 0121 557 8504
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Monday 9th October

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 this 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 keeping the format the same as our last parents' evening:

- Parents' evenings will take place over 2 nights.
- We will use the main school entrance for coming into and leaving 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.
- It is advised that you bring your child with you to your appointment.

Parents' evening will take place on the days listed below between 3.30pm – 6.00pm:

Wednesday 18th October

Thursday 19th October

During your ten-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 ten 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.

This year, we will be using SchoolCloud to book appointments online. SchoolCloud is completely web-based 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 (09/10/23)** and will be made on a first-come, first-served basis. The booking system will close at 6pm on Wednesday 18th October.

Please visit <https://newtownprimary.schoolcloud.co.uk> to book your appointments. A link to the appointment website can also be found on the school website www.newtown.sandwell.sch.uk. We will also send out a text to the priority 1 parent we have listed on SIMS at 6pm this evening with the link.

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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.

It is really important that your 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 on and book an appointment.

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.

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 on 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

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

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.

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 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*.

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 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 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

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.

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)

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).

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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

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.

	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 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*.

My Bookings (Thursday, 19th April)

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4