

# Progress Evenings

How to access and use our online booking system

Due to government guidance this will be a virtual meeting with your son/daughter's subject teachers

Visit <https://kscs.schoolcloud.co.uk/>  
To access our online booking system

Each meeting is limited to **5 minutes**

Calls will be disconnected automatically after this time

Please follow these guidelines when taking part in our online meetings

- Virtual meetings should **not** be recorded
- Meetings should take place in an appropriate room

These meetings are to discuss the progress your son/daughter is making in their subjects in school

# Step 1: Log in

Go to <https://kscs.schoolcloud.co.uk/>

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	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 ▾

**Log In**

# 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

[Next](#)

# 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

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

[Accept Appointments](#) [Cancel Appointments](#)

# 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

# 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*.

**Year 11 Subject Evening**  
6 appointments from 15:00 to 15:35  
Thursday, 13th April

Print Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

# Thank You

KEN STIMPSON  
COMMUNITY  
SCHOOL

Aspire for Excellence and Integrity to gain Success

## Thank you for your support

To access the appointment on the evenings,  
please log in again to

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



WWW.KSCS.ORG.UK

