

21st November 2025

RE: Introducing SchoolCloud for Parents' and Carers Evenings

Dear Parents and Carers,

We are delighted to announce that we will be using **SchoolCloud** for all future Parents' and Carers Evenings. This secure online system makes booking appointments quick and easy, ensuring you can meet with your child's teachers at times that suit you.

What is SchoolCloud?

SchoolCloud allows you to:

- Book appointments online from any device.
- View and manage your schedule easily.
- See upcoming school events and stay informed.
- Receive reminders and updates about your bookings.

Why are we using SchoolCloud?

This system helps us streamline the process, reduce waiting times, and provide a more convenient experience for families.

You will/should have received a separate communication via email with your unique login code to access SchoolCloud and make your bookings. Once you have your login code, please book your appointments as follows:

- 1. Go to https://ernestbevinacademy.schoolcloud.co.uk/
- 2. Fill out the details on the page and click 'log in'
- 3. Select the parents evening
- 4. Select your booking times with the teachers you need.

For any queries, including information about your login, please contact us via mail@ernestbevinacademy.org.uk

Thank you for your continued support in helping us improve communication and engagement.

Kind regards,

Miss Asiedu

Executive Assistant





Parents' Guide for Booking Appointments

Browse to https://ernestbevinacademy.schoolcloud.co.uk/



Step 1: Login using unique code and email address.

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



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.



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.



Step 4: Select Availability

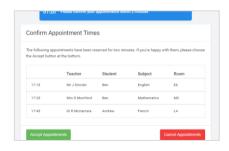
Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.





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.



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.

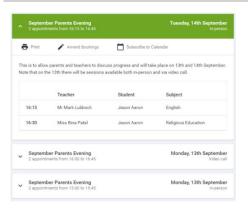


Step 7: Book Appointments

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.

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.



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.