



ST ALPHEGE CE INFANT SCHOOL

Executive Head: Mrs Liz Thomas-Friend, Head of School: Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977, Email: headteacher@st-alphege.kent.sch.uk

10th March 2025

Dear Parents and Carers,

We are pleased to invite you to one of our virtual parents' evenings:

Wednesday 26th March: Between 3.30pm and 7.00pm

Thursday 27th March: Between 2.00pm and 4.30pm

This is an opportunity for you to be able to book a 10 minute appointment with the class teacher where you will be able to ask any questions you may have and check in on how your child is settling into the new academic year.

All appointments will be accessed through our Parent Evening booking system which has the facility for video calls. <https://stalphegeinfant.schoolcloud.co.uk/>

Booking an appointment through School Cloud

Your Details

First Name: Surname:

Gender: Email:

Student's Details

First Name: Surname: Date of Birth:

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 set targets for 100 and 100+.

Note that as the 100+ dates will be sessions available both in-person and via remote call.

Monday 22nd September
10.00am - 11.00am

Tuesday 23rd September
10.00am - 11.00am

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*.



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Music Hub
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School Award
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**Artsmark
Platinum Award**
Awarded by Arts
Council England

St Alphege Values

Koinonia

Forgiveness

Trust

Kindness

Love

Joy



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.

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.



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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*.

As there are limited appointments available, we request that only one appointment is booked per child where possible and that both parents join the allocated time. If you have specific circumstances that may make this difficult, then please speak to your child's teacher. The following guidance will assist with inviting an additional parent/carer to the appointment.

<https://support.parenteveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

This is a parent, teacher consultation. Time is limited during the appointment slots, so we ask that you join the discussion in an area away from external distraction.

Please use the guide below which explain how to access the video appointment.

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

If you would prefer a telephone appointment, please speak to your child's teacher directly and they will arrange a suitable time to call on an alternative day.

With kind regards,

Jacqui Spinks

Liz Thomas-Friend



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