

The Topsham School

A love of learning and commitment to the success of every child at the heart of all we do



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Dear Parents/Carers

Please read the following information in relation to parents' evenings for Big Acorns.

As Mrs Watson has recently taken over as the Big Acorns teacher, we would like to offer a parents' evening appointment so that you are able to meet her on a 1:1 basis and speak specifically about your child and their learning.

When will they take place?

Tuesday 24th January and Thursday 26th January from 3.45pm – 7.05pm.

How will they be facilitated?

Following consultation with parents, these appointments will be held remotely using School Cloud.

What is School Cloud?

It is an online booking system created just for the purpose of parent/teacher meetings. It can be accessed from any device, including a mobile phone.

How does it work?

Parents need to put this link into their browser <https://topshamschool.schoolcloud.co.uk/> and this will take you straight to the appropriate page.

Follow these steps to help:

Your Details

Name:

Email:

Password:

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.

You must use the email address that you have registered to use Schoolcomms. This is the address School Cloud will recognize.

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](#)

[Get unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

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 times you would like to see each teacher

Step 3: Select Booking Mode

To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

Choose Teachers

If there is a teacher you do not wish to see please uncheck them before you continue.

Mr J Brown

Mrs A Whitehead

Step 4: 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 5 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.

There is an option to leave a message for the teacher. Please use this to provide any specific questions you may like answered at the meeting. Teachers will read these prior to the meetings so they can provide appropriate information.



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*.

How long are appointments?

Appointments will be 10 minutes long. At the end of the meeting, the system will close automatically. It is therefore very important that both teachers and parents are ready for the start of the meeting. If something comes up in the meeting that requires further discussion, the teacher will note this and contact the parent to arrange a time for another conversation.

What if I am late to my meeting?

There is no facility to push meetings back, once they are booked the teachers will need to keep to time. As stated above, once the 10-minute slot is complete the system shuts this session so it ready to open the next. There is a waiting room on School Cloud and this facility can be used by parents to avoid being late.

What if I miss my appointment?

Any parent who misses their appointment will need to email the class teacher directly who will contact the parent to try and arrange another time.

What information will be shared?

Teachers will share the following information:

- The child's current attainment in Reading, Writing and Maths. This means sharing whether the child is working at age related expectations, above age related expectations or working below age related expectations.
- The child's next step targets and if any support/provision has been or will be in place for the child to help them make progress if anything extra is needed.
- The child's attitude to learning including how they use Learning Powers successfully in their learning.
- How parents can support their child at home.

Can my child be with me for this meeting?

We would ask that children are NOT present at these meetings as teachers will need this time to focus on their discussions with parents. Children will be informed of their targets in school and so will know what they are working on and why.

Safeguarding everyone during remote meetings:

Teachers will ensure they follow the school's set protocol for online meetings.

Please can parents ensure;

- The location of parent during the meeting will be appropriate with nothing personal behind. We recommend a blank background if at all possible.
- The child being discussed and their siblings or family members are being attended to, away from the meeting so that confidentiality is maintained.

Anything overheard or seen by the teacher that causes concern will lead to the immediate end of the session and parents will be contacted by a member of the SLT to discuss the incident.

When can I book my appointment?

The system will go live and at 5pm today (Monday 16th January). Parents are able to amend their own booking slots if there is availability.

When is the deadline for booking an appointment?

The deadline for booking, including registering questions is 9am on Tuesday 24th January. If a parent has not booked their session by this time, the

class teacher will allocate them a date and time and email this information to the parent.

Thank you for your ongoing support.

Kind regards

Mrs Pipe