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11 June 2025



Dear Year 8 Parents and Carers

Re: Year 8 Parents' Evening, Wednesday 2 July 2025, 3.30pm to 6.30pm

I am pleased to invite you to join us at our Year 8 Parents' Evening on Wednesday 2 July 2025 from 3.30pm to 6.30pm.

Your attendance at this evening is crucial; the partnership between parents/carers and school is extremely important to ensure your child maximises their progress.

Parents' Evening is tailored to provide valuable information relating to your child's progress, strengths, and areas where a little extra support is needed. Our teachers, Head of Year 7 and Senior Leadership Team will be there to engage in meaningful conversations, addressing any concerns you may have and collectively planning for your child's continued success.

You will be able to make appointments between 3.30pm and 6.30pm. Refreshments will be made available.

The meetings will take place in the Guilford Building with 5 minutes allocated per appointment. Appointment times will be strictly managed to ensure that parents/carers can see as many teachers as possible. We recommend you leave 5 minutes between appointments to give you time to move to your next appointment.

The booking system will open on Monday 16 June:

- Please make your appointments using the online system: ellisguilford.schoolcloud.co.uk/.
- When logging in, please use your child's preferred Forename and Surname that matches our records. Your name and title also need to match our records.
- Click here for a step-by-step guide to booking your appointments.

If you need any help or support with making appointments, please don't hesitate in contacting the school on 0115 913 1338 and our Admin Team will gladly help you through this process.

We look forward to welcoming you on Wednesday 2 July.

Yours sincerely

Mrs Hudson
Vice Principal – Teaching & Learning

Mrs Platten

Assistant Principal – Quality of Education: Outcomes

Parents' Guide for Booking Appointments



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



Step 1: Login

Fill out the details on the page then click Log In.

Please use your child's preferred Forename and Surname that matches our records. Your name and title also need to match our records.

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.



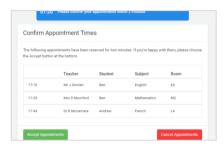
Step 4: Select Availability

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.

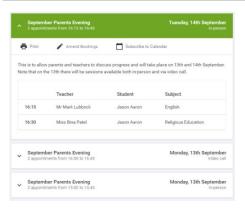


Step 7: Book Appointments

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.

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.



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.