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GUILFORD SCHOOL Creative Education Trust

11 September 2025

Dear Parents/Carers,

Meet the Tutor Event - Wednesday 17th September 2025

It was really great to see so many of you at last night's Parent Information Evening.

The slides that were shared, and other documentation, can be found on our school website https://www.ellisguilfordschool.org.uk/event-materials/parents-information-evening-sept25.

Next week, we look forward to welcoming you to our Meet the Tutor evening. This is an important opportunity for you to meet the member of staff who will have the most amount of contact with your child. It is important that they know them and can support them through this academic year.

Tutors will also have information to share with you about frequently asked questions.

You will have one 10-minute appointment with the tutor between 3.30pm and 6.30pm. **This must be booked via SchoolCloud (details overleaf).**

Please do not arrive to school without an appointment. Due to the nature of the evening, tutors will only be able to see parents who have booked.

Your child's Year Team will also be available to drop-in with, as well as our SEND team and other support services.

We really look forward to seeing you at this important event.

Kindest regards,

Miss Johnson Principal

Parents' Guide for Booking Appointments

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





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.



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.



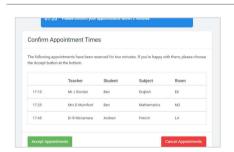
Step 4: Select Availability

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*.