

BAR LANE
OLD BASFORD
NOTTINGHAM
NG6 0HT

PRINCIPAL: GEMMA JOHNSON
T +44 (0)115 913 1338
E enquiries@ellisguilfordschool.org.uk
www.ellisguilfordschool.org.uk



ELLIS
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://ellisquilford.schoolcloud.co.uk/>



Welcome to the school's new online booking system. Appointments can be booked for the next 14 days. Please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

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 will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 12th September
In-person & video call
Open for bookings

Tuesday, 14th September
In-person
Open for bookings

[I'm unable to attend](#)

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*.

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 time you would like to see each teacher

[Next](#)

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.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

Choose Teachers

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

Ben Abbot

☒ Mr J Brown (SENCO) ☒ Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Montana	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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.

	Mr J Brown (SENCO)	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

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.

September Parents Evening Tuesday, 14th September In-person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15 Mr Mark Lubbock	Jason Aaron	English
16:30 Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening 2 appointments from 16:00 to 16:45 Monday, 13th September Video call

September Parents Evening 2 appointments from 15:00 to 15:45 Monday, 13th September In-person

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*.