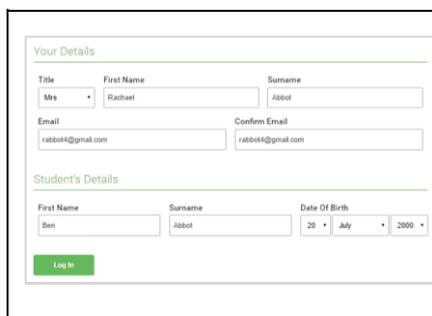


Parents' Guide for Booking Appointments

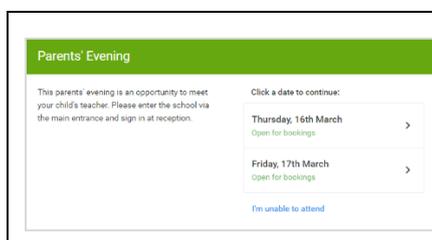
Browse to <https://sarchs.schoolcloud.co.uk/> Bookings will open on Friday 12th February.



Step 1: Login

Fill out the details on the page then click the *Log In* button. This requires you to match your name with your child's details.

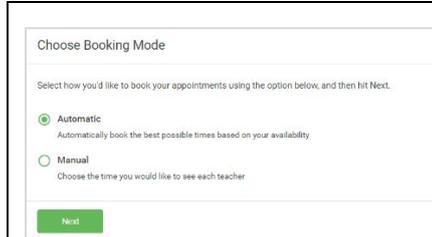
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book - Thursday 25th February.

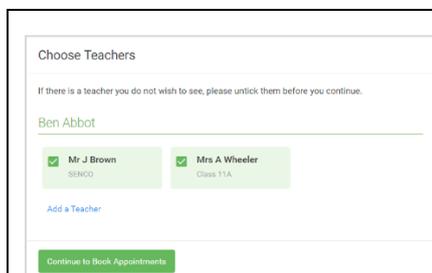
If you cannot make any of the meeting times click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. To pick the times to book with each teacher, choose *Manual* – this is a better option if you need to space out your appointments. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

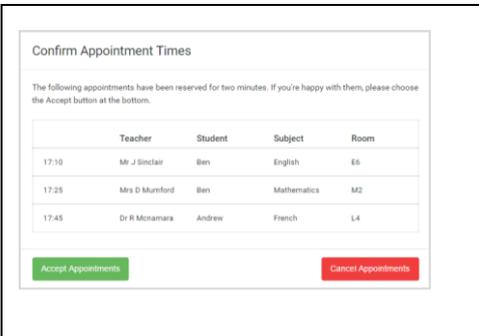
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking *Add a Teacher*. You should use this feature to book an appointment with a specialist teacher for a particular option subject - see below.

Subject	Teacher
Business	Mr O’Ryan
Imedia	Mr Burton
Food and Nutrition	Mrs Robb
Design & Technology	Mr Fahey
Systems & Control	Mr Hodgson
BTEC Health & Social Care	Mrs Keigher
Drama	Mr Williams

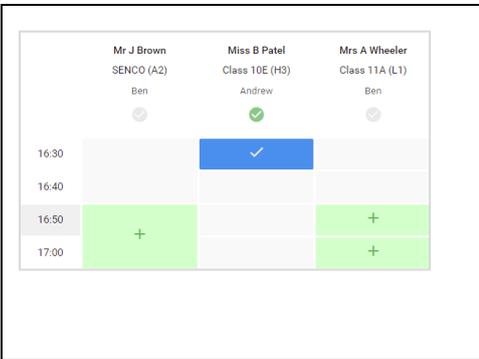
Please note that due to likely demand the teachers in the above table should only be selected to discuss Option choices as opposed to more general discussion about progress in class.



Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it was not 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 5b).

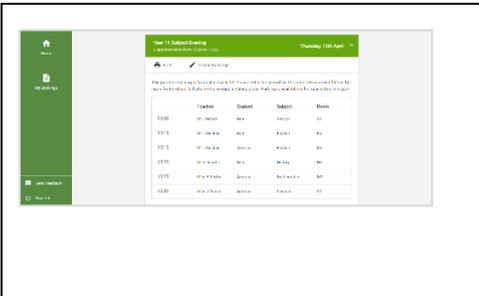


Step 5b (Manual): Book Appointments

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 have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



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*.