

Parents' Guide for Booking Appointments

Browse to <https://sherburnhigh.schoolcloud.co.uk>

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you. If you don't have an email address you can print out the appointments when you have finished or log back in at a later date to print them out.

Unless a request has been made for both sets of parents to receive communications, only the first contact name should be used.

Please use your child's "preferred" forename that matches our records (no abbreviations please).

If you have trouble logging into the system, please contact the school on 01977 682442 between 8:30am and 3:30pm, Monday to Friday. Someone will be able to support you with your issues.

If you are struggling to access or make bookings, please email admin@shs.starmat.uk.

If you don't have access to the internet, please contact your child's Head of Year, who will make appointments for you.

The screenshot shows the login page for the Sherburn High School Parents' Evening System. It has a red header with the school name. Below it, the title 'Parents' Evening System' is followed by a welcome message. The 'Your Details' section contains fields for Title, First Name, Surname, Email Address, and Confirm Email Address. The 'Child's Details' section contains fields for First Name, Surname, and DoB. There is a 'Login & Continue' button and links for 'Administrator Login' and 'Teacher Login'. At the bottom, it says 'Powered by parentseveningsystem' and 'Copyright © Room Booking System Ltd 2013'.

The screenshot shows a page titled 'Select a parents' evening to add appointments:'. It features a green checkmark icon and a 'Continue' button. Below the button, it says 'Date: 24/01/2013 Time: 16:00 - 20:30'.

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening for which you want to make appointments.

The screenshot shows the 'Step 2 of 3: Choose Teachers' page. It has a title and a sub-header. Below, there is a list of subjects with corresponding teacher names in dropdown menus. Each subject has a red cross icon next to it. The subjects are English, French, Geography, History, Mathematics, Physical Ed, and Science. The teachers listed are Mr J Atkinson, Mr A Gray, Mr A Pookney, Mr K Jacobs, Mrs L Vernon, Mrs E Paton, and Ms J Estagham. At the bottom, there is a 'Continue to Book Appointments' button.

Step 3: Check Teachers

Your child's teachers will appear.

You may see a subject listed more than once, if this is the case, ask your child which teacher they have for their subject or look at the timetable in their planner and remove the teachers who are not applicable by clicking the red cross beside their name.

Alternatively, if you do not wish to see a teacher, again, click the red cross beside their name.

Click on the Continue button to proceed.

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

Please note: All appointments are set to 10 minutes.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

The confirmation email will be sent to the email address you provided when you logged in. If you don't have an email address, you can print out the appointment list later – Step 6.

NOTE: If the teacher's appointments are full, please contact your child's Achievement Team. They will arrange for the member of staff concerned to contact you to discuss your child's progress.

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

This feedback is optional and is your chance to say how you found the booking system and any improvements that could be made.

To book appointments for another child, please click the link to complete this process again.

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments.

Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left

[Add Appointment](#) [Cancel](#)

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to click on the red cross beside your child's name for the relevant teacher. Be sure to click on the red cross beside your child's name for the relevant teacher.

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

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Appointments

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Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

Parents' Evening

This parents' evening is the school via the main hall for the Main Hall where Parking is available in the Main Hall.

Date: 24/01/2013