



Shrewsbury Road, Church Stretton Telephone 01694 722209  
Shropshire, SY6 6EX E admin@csschool.co.uk  
[www.churchstretton.shropshire.sch.uk](http://www.churchstretton.shropshire.sch.uk)



**Headteacher:** Mr J Parr BA Hons

Friday 17<sup>th</sup> January 2025

Dear Parents/Carers,

**Year 7D and J Progress Evening Thursday 30<sup>th</sup> January 15:40 – 18:40**

**Year 7O and W Progress Evening Thursday 6<sup>th</sup> February 15:40 – 18:40**

We would like to invite you to our Year 7 Progress Evenings which will be face-to-face events held in the school hall and restaurant.

Appointments will be 6 minutes in length including 1 minute to conclude the meeting. Staff will begin to conclude your appointment after 5 minutes. This will allow us to avoid delays, helping the evening to run smoothly and to time. If you require further discussion and/or information beyond the appointment time, then staff will arrange this with you as the appointment concludes.

To assist staff, parents, and carers in keeping to their schedules there will be a countdown timer on the board/screens in the hall and restaurant. A sound will play to indicate when 5 minutes has passed at the end of each appointment. We would be grateful if you could use the seating areas whilst waiting for your appointments and wait for the member of staff to call your name to avoid crowding around teacher tables.

Where your child is taught for more than one subject by a teacher it will only be possible to book one appointment, during which the teacher will provide feedback on your child's progress in all the subjects they teach them. This is to ensure each teacher can meet with as many parents and carers as possible during the evening.

We hope you can attend this important evening and meet your child's teachers to discuss how your son/daughter has settled into their Year 7 studies at Church Stretton School.

The online booking system gives you the opportunity to choose your own appointment times with teachers and you will receive an email confirming these with a link to access your appointment times. It is possible to use the appointment message section to ask teachers questions in advance to focus each meeting and ensure the meeting is as productive as possible. It would also be beneficial if your son/daughter attended alongside you, so they participate in the discussions.



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Appointments for both the Year 7D and J and 7O and W Progress Evenings can be booked via the School Cloud website from Friday 17<sup>th</sup> January at 18:00 and will close on Wednesday 29<sup>th</sup> January at 15:00 for the 7D and J evening and on Wednesday 5<sup>th</sup> February at 15:00 for the 7O and W evening.

Please visit <https://churchstretton.parentseveningsystem.co.uk> to book your appointments.

Login with the following information:

Student's Preferred Name

Student's Surname

Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to book an appointment on your behalf.

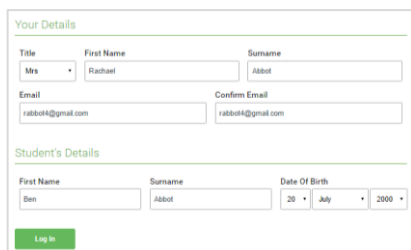
Yours sincerely,

Mr D Bird

Deputy Head of School

# Parents' Guide for Booking Appointments

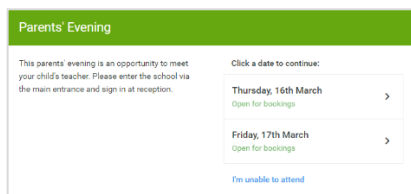
Browse to <https://churchstretton.schoolcloud.co.uk/>



## Step 1: Login

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

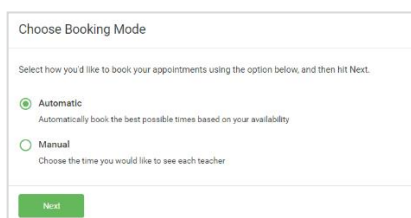
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all the dates listed? Click *I am 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*. Then press *Next*.

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

Choose Teachers

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

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## 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.

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 Monama	Andrew	French	L4

Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you would 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## 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 click *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you would like to discuss or raise anything beforehand.

Once you are 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

My Bookings

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monama	Andrew	French	L4

## 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*.