BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Wednesday 4 November 2026

Dear Parents and Carers,

Parent Consultations - Autumn 2026

We will be holding parent consultations at Lower Site on the following dates:

Tuesday 17 November 3.30pm - 5.30pm

Thursday 19 November 3.30pm - 6.30pm

Please visit School Cloud at https://brinkworthearldanbys.schoolcloud.co.uk to book your appointments. This allows you to choose your own appointment times and you will receive an email confirmation.

Booking opens at 6pm Thursday 5 November and closes 9am Monday 16 November. You can amend your bookings during this booking window. Should you wish to make any changes after this date, please contact the school office.

Further information about School Cloud booking can be found in parent guide attached to this letter.

If you have any questions, please contact the school office at Upper Site.

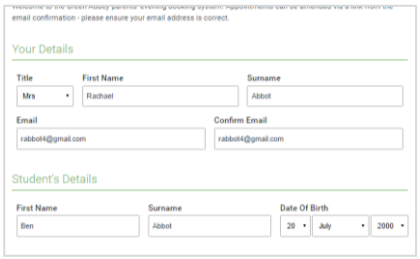
Yours sincerely,

Mrs K Butt

Headteacher

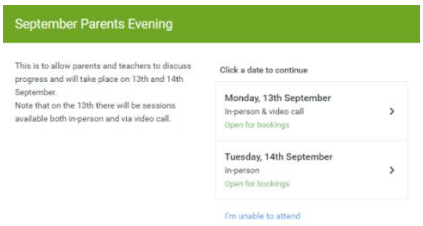
Parents' Guide for Booking Appointments

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



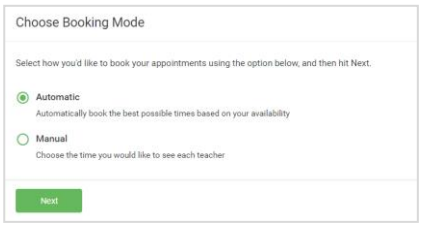
Step 1: Login

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.



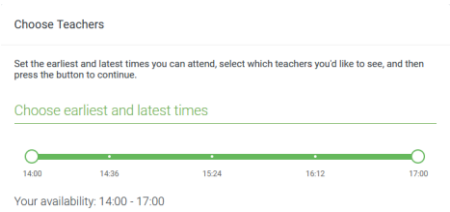
Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.



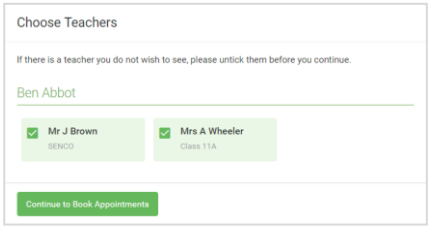
Step 3: Select Booking Mode

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.



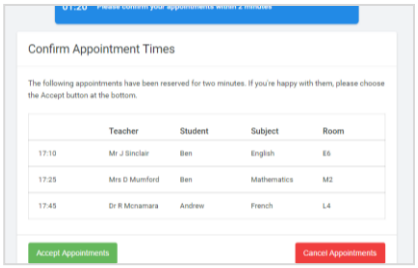
Step 4: Select Availability

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



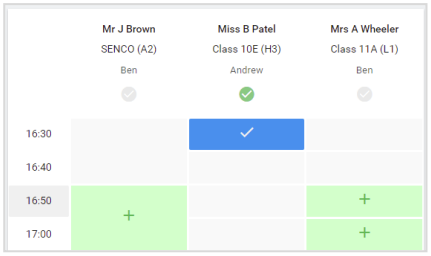
Step 5: Choose Teachers

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



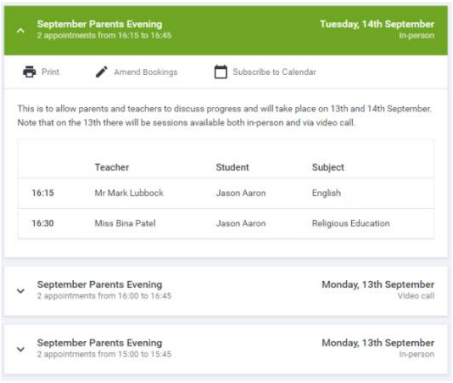
Step 6: Book Appointments (Automatic)

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