

## Parents' Evening Online Booking System

If you are unable to use the booking system online then please contact the school and we will arrange appointments on your behalf.

If the evening is being held via Video Link, please make sure you have read the guide on how to join the video calls. The guide is available on our website [Click here for Video Guide](#)

Please note that appointments are made on a strictly first come-first served basis. If a member of staff you wish to see is not available, please contact them directly via e-mail. E-mail addresses can be found on the staff contacts page of the Boswell's website [www.boswells-school.com](http://www.boswells-school.com).

## Logon to [www.boswells.schoolcloud.co.uk](http://www.boswells.schoolcloud.co.uk)

- Access <https://boswells.schoolcloud.co.uk>

- Enter login details

Complete the following details on the login screen:

- Your title, first name, surname and e-mail address
- Your child's First name, surname and date of birth.  
Please use your child's preferred name that matches our records.

- Click Login

- Select the Parents' Evening for which you wish to make appointments.
- If you will be unable to attend the evening please inform us using the **I'm unable to attend link**

### The Boswells School

#### Parents' Evening System

Welcome to the The Boswells School Parents' Evening booking system. Please enter your first name, surname, e-mail address and child's details below. Appointments can be amended via a link from the email confirmation. PLEASE ENSURE THAT YOUR E-MAIL ADDRESS IS CORRECT.

##### Your Details

Title	First Name	Surname
Mr	Simon	Groom
Email		Confirm Email
bob@e-mail.com		bob@e-mail.com

##### Student's Details

First Name	Surname	Date Of Birth
Joe	Groom	6 March 2001

Log In

### Year 8 Parents' Evening

The booking system will be open between 6:30pm on 24th April and 3:30pm on 4th May. Please note that a maximum of 10 appointments can be made. If a teacher you wish to see is fully-booked please contact them directly via e-mail. E-Mail addresses can be found on the Staff Contact Details page at [www.boswells-school.com](http://www.boswells-school.com). To allow time to get to each appointment there must be a gap of at least 5 minutes between bookings.

Click a date to continue:

Thursday, 4th May  
Open for bookings >

[I'm unable to attend](#)

## Make appointments

There are 2 ways of making appointments: **Automatic** where the system automatically schedules your appointments, reducing waiting time as much as possible and **Manual** where you select your appointment times yourself.

- Select either **Automatic** or **Manual**
- click **Next**.

**See over for details of how to make appointments**

### 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

## Automatic Appointment Scheduling

Use the slider to set the times that you are available for appointments. For example, if you are available between 18:15 and 20:30 set the slider as shown.

Choose earliest and latest times



Your availability: 18:15 - 20:30

Make your window of availability as wide as possible to increase your chances of getting your requested

Select the teachers you would like to see.

If you have siblings in the same year group and would like to make appointments for another child, click **Add Another Child**

Click **Automatically Schedule Appointments**.

Jonny

<input checked="" type="checkbox"/> Mrs H Burton Dance	<input type="checkbox"/> Mrs R Canning Music	<input checked="" type="checkbox"/> Mr K Cheema Religious Ed.
<input checked="" type="checkbox"/> Mrs C Christophi Geography	<input checked="" type="checkbox"/> Ms E Glynn Art & Design	<input type="checkbox"/> Mrs C Kuczmra Computing
<input checked="" type="checkbox"/> Mr S Moore Mathematics	<input type="checkbox"/> Miss C O'Brien Science	<input checked="" type="checkbox"/> Miss T Oganbyli Drama
<input checked="" type="checkbox"/> Mr D Page Physical Ed.	<input checked="" type="checkbox"/> Mrs E Real Pascual Spanish	<input type="checkbox"/> Mrs J Robertson German
<input type="checkbox"/> Miss C Simpson English	<input checked="" type="checkbox"/> Mr O Smith Design Tech	<input checked="" type="checkbox"/> Mrs S Smyth History

[Add Another Child](#)

[Automatically Schedule Appointments](#)

Your provisional appointment schedule will be displayed,

Click **Accept Appointments**. If you would like to make changes click **Cancel Appointments**.

**Note: Appointments are reserved for 2 minutes. You must click Accept Appointments within this time or they will be cancelled and released back into the system.**

If an appointment cannot be automatically scheduled with a member of staff (for example if they are fully booked or there are no appointments available in your chosen time slot) a message will be displayed to this effect.

Your appointment schedule will be displayed. Click **Print** to print a copy of the appointment sheet. A copy is also automatically sent to e-mail address you provided.

**Please keep a copy of the confirmation e-mail—it contains a unique link which you will need to access your video meetings.**

00:57 Please confirm your appointments within 7 minutes

Confirm Appointment Times

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

Teacher	Student	Subject	Room
Mrs H Burton	Jonny	Dance	
Mr K Cheema	Jonny	Religious Ed.	
Mrs C Christophi	Jonny	Geography	
Ms E Glynn	Jonny	Art & Design	
Mr S Moore	Jonny	Mathematics	
Miss T Oganbyli	Jonny	Dance	
Mr D Page	Jonny	Physical Ed.	
Mrs E Real Pascual	Jonny	Spanish	
Mr O Smith	Jonny	Design Tech	
Mrs S Smyth	Jonny	History	

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

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

Year 8 Parents' Evening  
10 appointments from 17:30 to 19:05 Thursday, 4th May

[Print](#) [Amend Bookings](#)

The booking system will be open between 5:30pm on 24th April and 3:30pm on 4th May. Please note that a maximum of 10 appointments can be made. If a teacher you wish to see is fully-booked please contact them directly via email. E-Mail addresses can be found on the Staff Contact Details page at [www.boswells-school.com](http://www.boswells-school.com). To allow time to get to each appointment there must be a gap of at least 5 minutes between bookings.

Teacher	Student	Subject
17:30 Mrs H Burton	Jonny	Dance
		5 minute gap

## Manual Appointment Scheduling

Select the teachers you would like to see.

**Please select no more than 10 appointments**

If you have siblings in the same year group and would like to make appointments for another child, **click Add Another Child**

Click **Continue** to book **Appointments**

The selected teachers will be displayed.

The “+” signs indicate available appointment slots—click to make an appointment.

When finished, click where shown in the heading to finalise your appointments. A confirmation e-mail will be sent to the e-mail address you provided. **Please keep a copy of the confirmation e-mail—it contains a unique link which you will need to access your video meetings.**

Choose Teachers

Please select the teachers you would like to see

Jonny

<input checked="" type="checkbox"/> Mrs H Burton Dance	<input checked="" type="checkbox"/> Mrs R Canning Music	<input checked="" type="checkbox"/> Mr K Cheema Religious Ed.
<input checked="" type="checkbox"/> Mrs C Christophi Geography	<input checked="" type="checkbox"/> Ms E Glynn Art & Design	<input type="checkbox"/> Mrs C Kuczmra Computing
<input checked="" type="checkbox"/> Mr S Moore Mathematics	<input type="checkbox"/> Miss C O'Brien Science	<input checked="" type="checkbox"/> Miss T Oganbyli Drama
<input type="checkbox"/> Mr D Page Physical Ed.	<input checked="" type="checkbox"/> Mrs E Real Pascual Spanish	<input type="checkbox"/> Mrs J Robertson German
<input checked="" type="checkbox"/> Miss C Simpson English	<input type="checkbox"/> Mr O Smith Design Tech	<input checked="" type="checkbox"/> Mrs S Smyth History

[Add Another Child](#)

[Continue to Book Appointments](#)

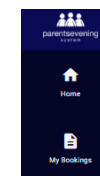
10:27 10 appointments will be finalised

Teacher	Student	Subject	Room
Mrs H Burton	Jonny	Dance	
Mr K Cheema	Jonny	Religious Ed.	
Mrs C Christophi	Jonny	Geography	
Ms E Glynn	Jonny	Art & Design	
Mr S Moore	Jonny	Mathematics	
Miss T Oganbyli	Jonny	Drama	
Mr D Page	Jonny	Physical Ed.	
Mrs E Real Pascual	Jonny	Spanish	
Mr O Smith	Jonny	Design Tech	
Mrs S Smyth	Jonny	History	

## Reviewing or amending existing appointments

Log back on to the system using the **same** details given when the original appointments were made.

Click **My Bookings** on the Left Hand Side.



Your existing appointments will be shown.

Click **Print** to print a copy of your appointments.

Click **Amend Bookings** to make changes

Year 8 Parents' Evening  
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Teacher	Student	Subject
17:30 Mrs H Burton	Jonny	Dance
		5 minute gap
17:40 Mr K Cheema	Jonny	Religious Ed.
		5 minute gap
17:50 Ms E Glynn	Jonny	Art & Design