



Parents' Guide for Booking Appointments on SchoolCloud

In advance of the slots opening for booking:

We encourage all parents to watch this short [video](#) which explains the process for booking and attending appointments.

To book your appointments:

Visit <https://uhs.schoolcloud.co.uk/>

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code	Student Date Of Birth
0111 1345	20 July 2000
Email	Confirm Email
rabboc4@gmail.com	rabboc4@gmail.com

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.

Enter your unique login code shared by the school.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#) >

Friday, 17th March
[Open for bookings](#) >

[I'm unable to attend](#)

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*.

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](#)

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.



Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times



Your availability: 14:00 - 17:00

Step 4: Select Availability

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

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 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.

07:40 Please confirm your appointments within 2 minutes

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 Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

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.

	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 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 will be sent to you, and you can 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*.



Teacher	Student	Subject	Room
Ms A. Brown	Mr. Smith	English	101
Ms A. Brown	Mr. Jones	English	102
Ms A. Brown	Mr. White	English	103
Ms A. Brown	Mr. Black	English	104
Ms A. Brown	Mr. Green	English	105
Ms A. Brown	Mr. Brown	English	106
Ms A. Brown	Mr. White	English	107
Ms A. Brown	Mr. Black	English	108
Ms A. Brown	Mr. Green	English	109
Ms A. Brown	Mr. Brown	English	110

Frequently Asked Questions (FAQs)

How can I change my appointment slots?

If you need to change your appointment times you may do so by logging into your [SchoolCloud](#) account. Please be aware that slots will be limited the closer you get to the date of the meetings.

I have been unsuccessful in securing appointments with some of my child's teachers, what do I do?

If you are coming but cannot secure an appointment slot with all relevant teachers, you can speak to your daughters Form tutor on the evening to arrange follow up call or email.

I am unable to attend on the day, what do I do?

Attendance at Parents evening is required. If you are unable to attend, please contact your daughter's Head of Year or Form Teacher.

How do I access Arbor?

If you cannot access Arbor please email our [Helpdesk](#).

Primary legal guardians have access to Arbor. A student can have more than 1 primary legal guardian).

If the meetings are via Teams how do I join these?

You can join a Microsoft Teams meeting from your calendar or sign in as a guest on the web. For further instructions you can watch this [video](#). The School will email you in advance to also confirm steps.

Where do in person meetings take place?

Unless otherwise briefed, in person parent meetings take place in the School Hall, accessible via Crescent Road. See reminder about School Streets below.

School Streets

Ursuline High School is part of the School Streets initiative to help tackle air pollution, due to this Crescent Road is not accessible via car Monday – Friday 8.00-9.00am and 2:45-4:00pm (exemptions apply). Parking and turning can be difficult in Crescent Road which is a cul-de-sac. We recommend parking in adjacent roads, which are Controlled Parking Zones or using public transport. At all times, please do not park outside residents' driveways.