Scott
Scott Medical and Healthcare College

Dear Parent / Carer

On Monday 19th February 2024 we have our second tutor consultation week of this academic year. You will be able to book a timeslot where you will receive a telephone call from your child's tutor. This will provide you with an opportunity to discuss the first academic report of the year, after the completion of assessment one, in all subject areas any general queries you, or your child, may have about this academic year. You will be receiving this academic report via email on Friday 9th February. We will also be able to share with you how you can work with us and your child in order to improve their progress and attainment.

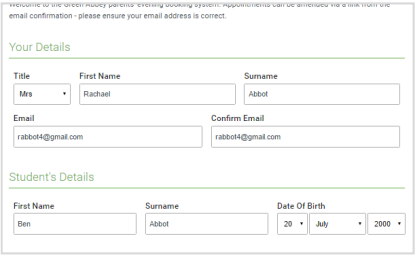
Please visit https://scottmhc.schoolcloud.co.uk/ to book your appointment. Your login will be authenticated by your title and your surname, which must match the data we hold. The online booking system will open at 9am on Monday 5th February and will close at 3pm on 22nd February. Should you wish to make any changes after this date please contact the College reception on 01752 987010.

Yours faithfully,

Mrs Merricks
Head of School

Parents' Guide for Booking Appointments

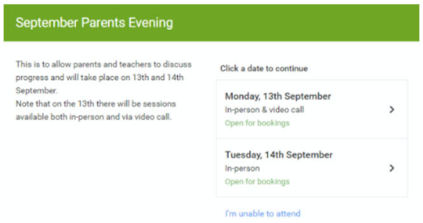
Browse to https://scottmhc.schoolcloud.co.uk/



Step 1: Login

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

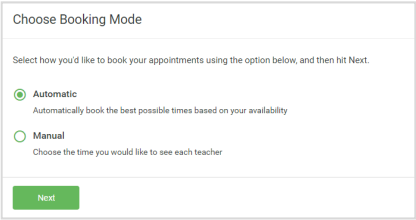
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

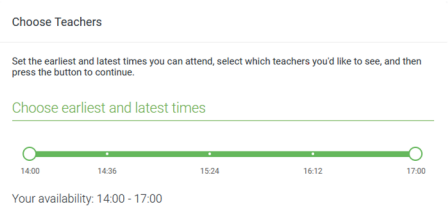
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

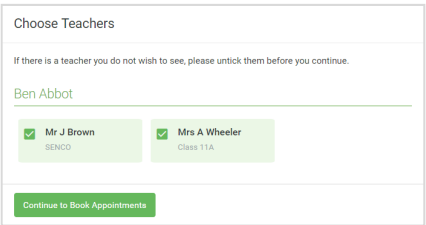
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



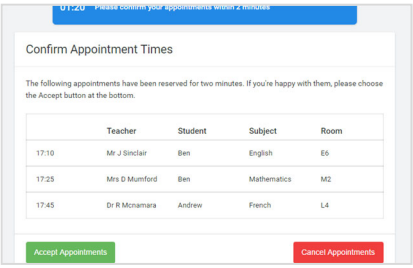
Step 4: Select Availability

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



Step 5: Choose Teachers

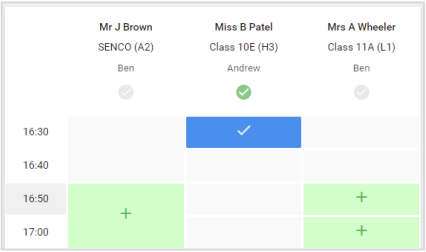
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



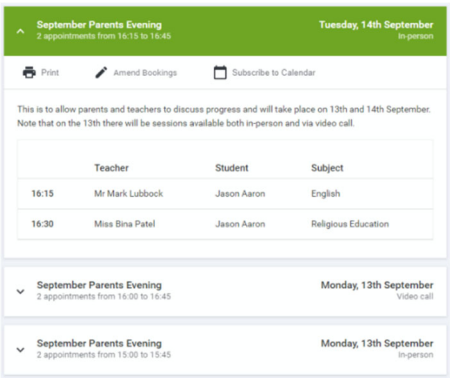
Step 7: Book Appointments

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*.