

Saint Margaret Mary's Catholic Infant School

Headteacher: Miss SJ Carroll

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22nd October 2025

PARENTS EVENING

Dear Parents/Carers,

I am writing to invite you to our Parents Evening which is taking place on Wednesday 5th and Thursday 6th November 2025.

This meeting will provide an opportunity for parents/carers to meet face to face with your child's class teacher to discuss your child.

Staff will be available for appointments from 3.30pm until 6.00pm. Meetings with each teacher will last strictly no more than 10 minutes. Should you wish to discuss a matter your child's teacher at greater length, please arrange a further appointment.

Nursery and Reception:

Please go to the main pedestrian entrance onto the playground and meetings will be held in the canteen.

Year 1 and Year 2:

Please go to the side door Nursery path entrance and meetings will be held in the school hall.

Please only arrive 5 minutes before the start of your appointment as waiting space will be very limited. If you are late for your appointment, we cannot guarantee that you will be seen and you may have to make an alternative appointment.

We will be using the online booking system 'School Cloud' which allows you to choose your own appointment times with the teacher. All appointments will be allocated on a first come, first served basis. The system will also send you an e-mail confirming your appointment.

The appointment booking system will be open from Wednesday 22nd October from 6.00 pm and will close on Tuesday 4th November at 12noon. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://stmargaretmmaryscatholic.schoolcloud.co.uk> to book your appointments. A guide to making appointments is attached with this letter and available on the school website.

Yours sincerely,

Miss SJ Carroll
Headteacher



Parents' Guide for Booking Appointments

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

WARNING: For the safest, fastest, parents' evening booking system, appointments can be withdrawn if it is not found that email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[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

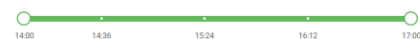
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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 T1A

[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.

01:40 Please confirm your appointments within a minute

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	E5
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. 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.

September Parents Evening

2 appointments from 16:15 to 16:45

Tuesday, 14th September

In person

Print

Amend Bookings

Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron
16:30	Miss Bina Patel	Jason Aaron
		Religious Education

September Parents Evening

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

September Parents Evening

2 appointments from 15:00 to 15:45

Monday, 13th September

In-person

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*.

