



Parents' Meetings

01 November 2021

Dear Parents/Carers,

Online Appointment Booking

We would like to invite you to attend a meeting with your child's teacher.

The meetings will be held on **Monday 22nd** and **Wednesday 24th** November 2021.

Last year the school introduced a new initiative and easy to use online appointment booking system. This allows you to choose your own appointment time with teachers and you will receive an email confirming your appointment.

Please note that this is ***not a Teams Meeting***.

Appointments can be made from today for both dates. Should you wish to make any changes after booking please contact the school office.

Please visit <https://herrickprimary.schoolcloud.co.uk/> to book your appointment. Guidelines below.

A short video guide is also available on how to add your appointment on the following link

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

You will need the following information to login:

Child's First Name (name on his/her Birth Certificate)

Child's Surname (name on his/her Birth Certificate)

Child's Date of Birth

Child's Registration Class

If you experience any problems, please contact the school office.

Yours sincerely

U Patel

Headteacher

How to Book an Appointment with the Teacher

Open <https://herrickprimary.schoolcloud.co.uk/>

Complete your child's details to log in.

Choose your child's class

Automatic: The system will choose a time for you.

Manual: You will be offered a list of times available to make your choice

Click on the time you would like to book.

You will receive a confirmation email with the link for your appointment.