

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

You MUST use Google Chrome or Firefox or Safari browsers (not Internet Explorer or Edge)

Welcome to the school's online parents' evening booking system. Appointments can be attended via a link from the 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: 28 July 2000

Step 1: Login – do this step ASAP

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

Please ensure that you enter the same details that the school hold on you e.g. the same email address, the same title etc. as this information will be used to validate you as a parent.

We recommend that you do this step as soon as possible.

If you get this message:

• Unable to find a student with those details. Please check and try again.

Please click here to [send an email for assistance](#).

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 – do this step only after booking open.

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to 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 3: 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

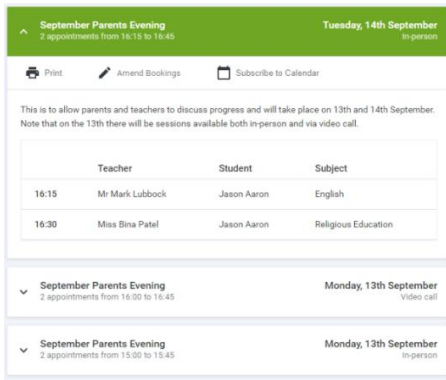
Step 4: Book Appointments

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 5: 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*.

NEW FEATURE: sharing parent appointments

The system now allows one parent to book an appointment and share the link with a parent who is in a different location. This may be useful for parents who are in two different places.

[Video: Parents - invite another parent/guardian to join your appointments - SchoolCloud Parents Evening \(parenteveningsystem.co.uk\)](https://parenteveningsystem.co.uk)

Connecting to the meeting on the day

You will need to click on the link <https://MelbournVC.schoolcloud.co.uk/> and log in before your appointment start time.

If you wish to link in another parent to the meeting, the parent who books can send an invitation to the second parent. Both parents will then be in the same online meeting.

Further information

Please read the information about how the video-calls (online appointments) will run on the evening: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Conversations with teachers

Appointments are only 5 mins long so please make sure that you are prepared and have asked everything before you are cut off at the end.

Feedback

We welcome feedback of your experience of using this platform, positive or negative.

Please click on the 'Send Feedback' link from within the Parents Evening System or [click here](#) if you would like to let us know how the evening went.

Ofsted Parent View

Ofsted is the body responsible for inspecting schools and determining their standard. As part of their role Ofsted like to collect the views of parents.

We would welcome all parents to give their views of Melbourn Village College to Ofsted. You can register here: [Give your views | Ofsted Parent View](#) and then complete a short survey; it takes about 5 minutes of your time. Thank you.