

## Parents' Guide for Booking Appointments

<https://bradfordchristianschool.schoolcloud.co.uk/>

Please read this whole help sheet before continuing to book.

The screenshot shows the 'Bradford Christian School' SchoolCloud interface. It includes a header with the school name, a welcome message, and two main sections: 'Your Details' and 'Student's Details'. The 'Your Details' section contains fields for Title, First Name (Sharon), Surname (Taylor), Email, and Confirm Email. The 'Student's Details' section contains fields for First Name (Sara), Surname (Taylor), and Date of Birth.

**Bradford Christian School**

**SchoolCloud**  
Welcome to the Bradford Christian School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: [Dropdown] First Name: Sharon Surname: Taylor  
Email: [Text] Confirm Email: [Text]

**Student's Details**

First Name: Sara Surname: Taylor  
Date of Birth: [Calendar]

Fill in your details along with your child's details (you can leave 'title' blank). If you have multiple children in school, fill in either child's details. The system knows which children belong to which parents.

Your details are what we have on BCS Parent Portal for Contact#1. Please check this at [mis.bradfordchristianschool.com](https://mis.bradfordchristianschool.com)

---

**Please note: the availability shown in this document is not a representation of the availability on the upcoming parents evening. They are examples only.**

Choose Booking Method

Date & Type of Booking  
Monday, 7th November

Select how you'd like to book your appointments, then click Next.

- Automatic**  
Automatically book the best possible times based on your availability
- Manual**  
Choose the time you would like to see each teacher

[Next](#) [Back](#)

The system allows you to manually pick times **and** it can also generate auto times based on your availability. \*Please note\* **Only Manual bookings** allow parents to leave a message for the teacher in preparation for each meeting.

Choose earliest and latest times



Your availability: 14:50 - 16:30

Use the sliders to tell the system your availability.

Miriam Taylor

- Mrs S Hoskins**  
Year 2

Seth Taylor

[Select All](#)

- Mrs E Charlton**  
Year 8-Maths 1 2021 2022
- Mrs R Garcia**  
Year 8-Spanish 2021 2022
- Mrs C Kershaw**  
Year 8-Science 2 2021 2022
- Mr J Kershaw**  
Year 8-IT
- Mrs R March**  
Year 8-Humanities
- Mrs R March**  
Year 8-RE 2021 2022
- Mrs S Taylor**  
Year 8-English 2 2021 2022
- Mr M Walker**  
Year 8-Art 2021 2022

Select which teacher / subjects you would like to see. We recommend selecting all that are available to get the most out of the parents evening(s).

Sara Taylor

[Select All](#)

- Mrs E Charlton**  
Year 9-Maths 2 2021
- Mrs R Garcia**  
Year 9-Spanish 2021
- Mrs C Kershaw**  
Year 9-Science 2

<input checked="" type="checkbox"/> <b>Mrs E Charlton</b> Year 9-Maths 2 2021 2022	<input checked="" type="checkbox"/> <b>Mrs R Garcia</b> Year 9-Spanish 2021 2022	<input checked="" type="checkbox"/> <b>Mrs C Kershaw</b> Year 9-Science 2
<input checked="" type="checkbox"/> <b>Mrs R March</b> Year 9-History 2021 2022	<input checked="" type="checkbox"/> <b>Mr P Moon</b> Year 9-English Literature 2021 2022	<input checked="" type="checkbox"/> <b>Mr P Moon</b> Year 9-English PM
<input checked="" type="checkbox"/> <b>Mr M Walker</b> Year 9-RE 2021 2022		

Once you've selected the teachers / subjects, click the Generate Appointments button...

[Generate Appointments](#) [Back](#)

01:42 Please confirm your appointments within 2 minutes

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject
15:20	Mrs Garcia	Sara Taylor	Year 9-Spanish 2021 2022
15:30	Mrs Charlton	Sara Taylor	Year 9-Maths 2 2021 2022
15:40	Mrs Kershaw	Sara Taylor	Year 9-Science 2
15:50	Mrs March	Sara Taylor	Year 9-History 2021 2022
16:00	Mr Munn	Sara Taylor	Year 9-English Literature 2021 2022

Accept Appointments Reject Appointments

This presents you with a new screen with auto generated meeting times, based on your availability and available times on the night. If there are gaps, this could be because another parent has booked that time slot already. You have around 2 minutes to accept or reject the appointment times.

When teachers aren't available...

Miriam Taylor

✓ Mrs S Hoskins  
Year 2

The system will make it clear which evenings for which students are and are not available.

Seth Taylor

⚠ There are no teachers assigned to your child on this evening

Sara Taylor

⚠ There are no teachers assigned to your child on this evening

Home

My Bookings

BCS Parents Meetings Monday 7th - Thursday 10th November 2022

\*PLEASE READ\*

Monday 7th - Primary ONLY - 14:50 - 16:30  
Tuesday 8th - Primary: 14:50 - 16:30 | Middle & Upper: 15:30 - 17:30  
Wednesday 9th: Primary ONLY - 14:50 - 16:30  
Thursday 10th: Middle & Upper ONLY: 19:00 - 21:00

\*CLICK HERE TO READ MORE\*

Click a date to continue

Monday, 7th November  
Open for bookings >

Tuesday, 8th November  
Open for bookings >

Wednesday, 9th November  
Open for bookings >

Thursday, 10th November  
Open for bookings >

If this is the case for you, click the home button at any point to return to the date selector.

## Booking manually

	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			+

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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			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.			
Time	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening			Monday, 13th September
2 appointments from 16:00 to 16:45			Video call
September Parents Evening			Monday, 13th September
2 appointments from 15:00 to 15:45			In-person

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](#).