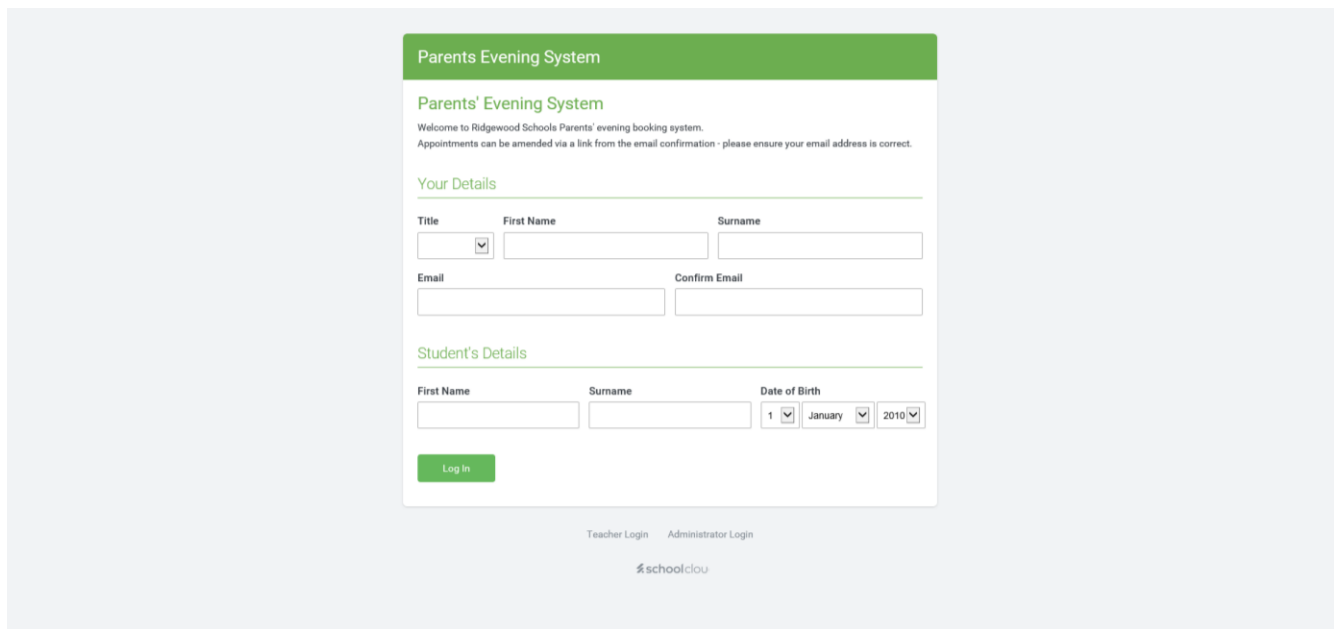


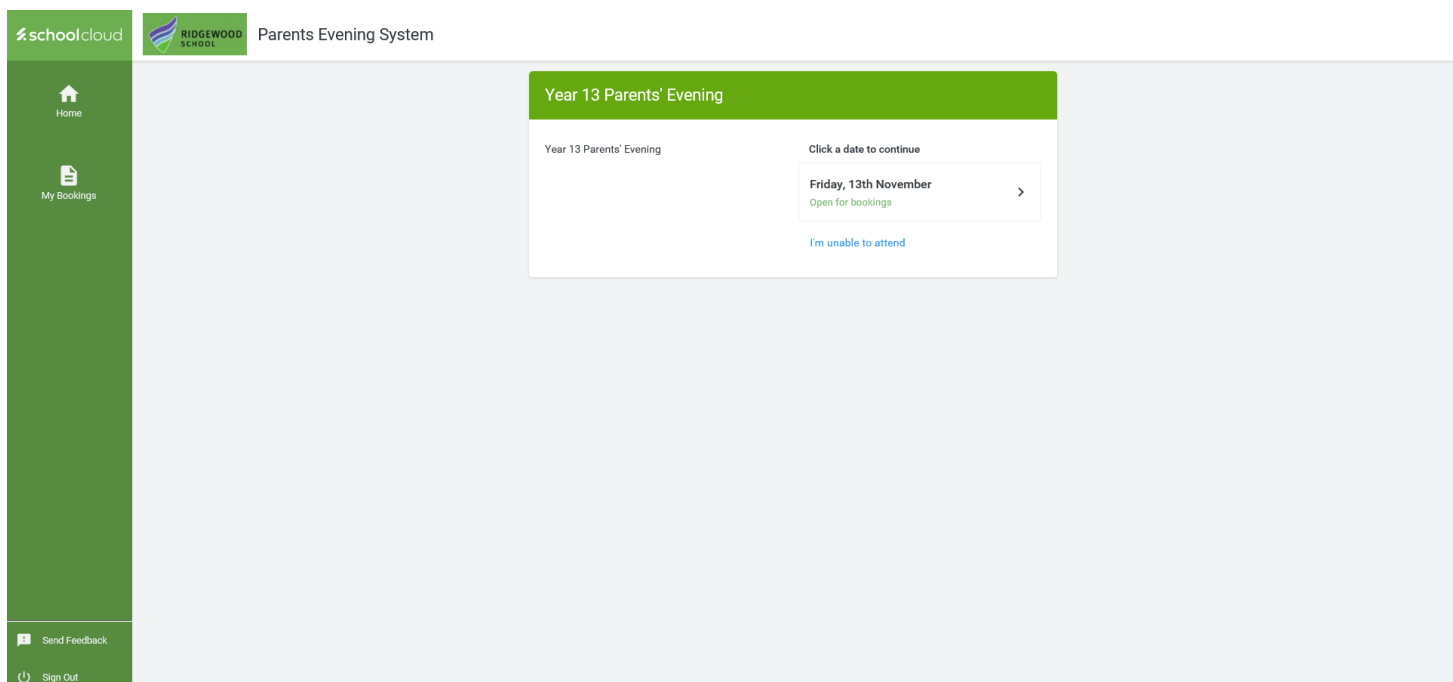
Booking an appointment

1. You can access the booking system on a computer using **Chrome** by going to:
<https://ridgewoodschool.schoolcloud.co.uk/>
2. **Or** you can access the booking system via your smart phone and go to
<https://ridgewoodschool.schoolcloud.co.uk/>
3. Log in by filling in the below required details. The required details are linked to your son/daughter's school record so whichever details you have most recently given to the school, these will be the correct details to log in with e.g. if you have changed your email address recently and have advised school, it will be this email address you will use to log in with.

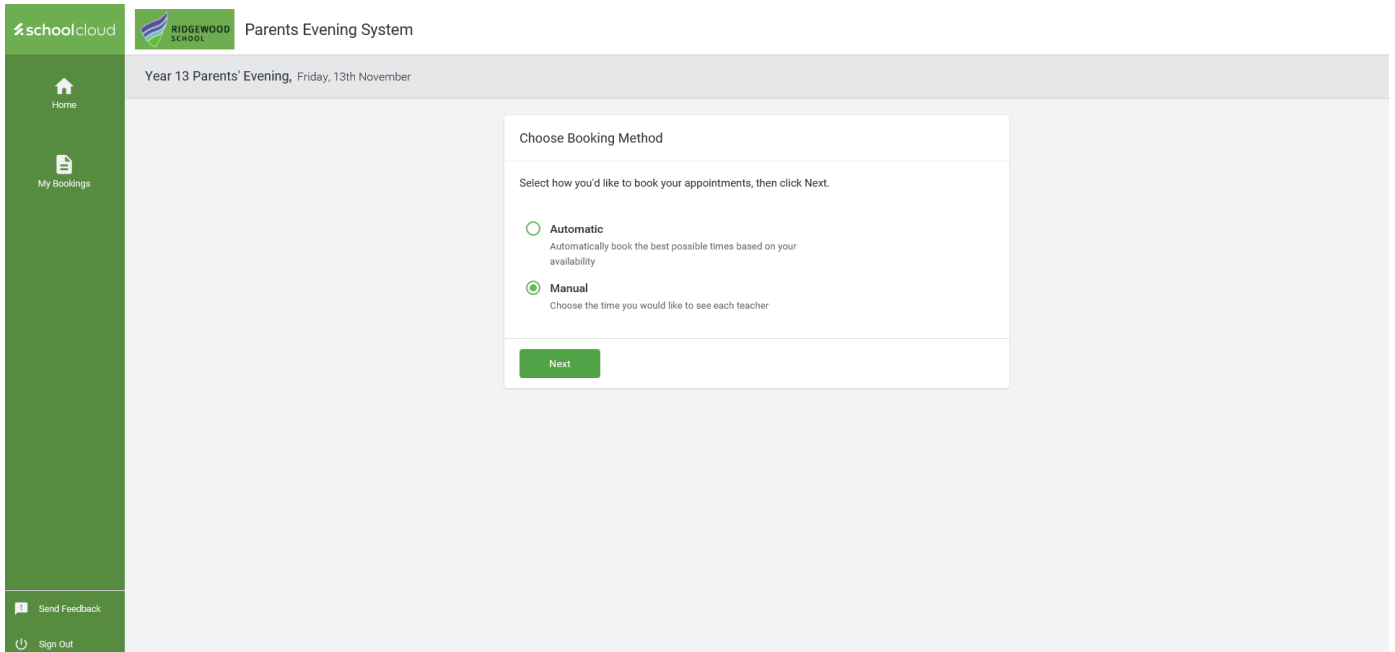
Please note that your son/daughter's **preferred name** will be their 'first name' e.g. If their name is 'Stephen' but their preferred name on our records is 'Steve' or their name is 'Charlotte' but their preferred name is 'Charlie', in the 'first name' you would need to enter 'Steve' or 'Charlie':



4. Once you are logged in, your son/daughter's upcoming parents' evening will be displayed as below – please click on 'Open for bookings':

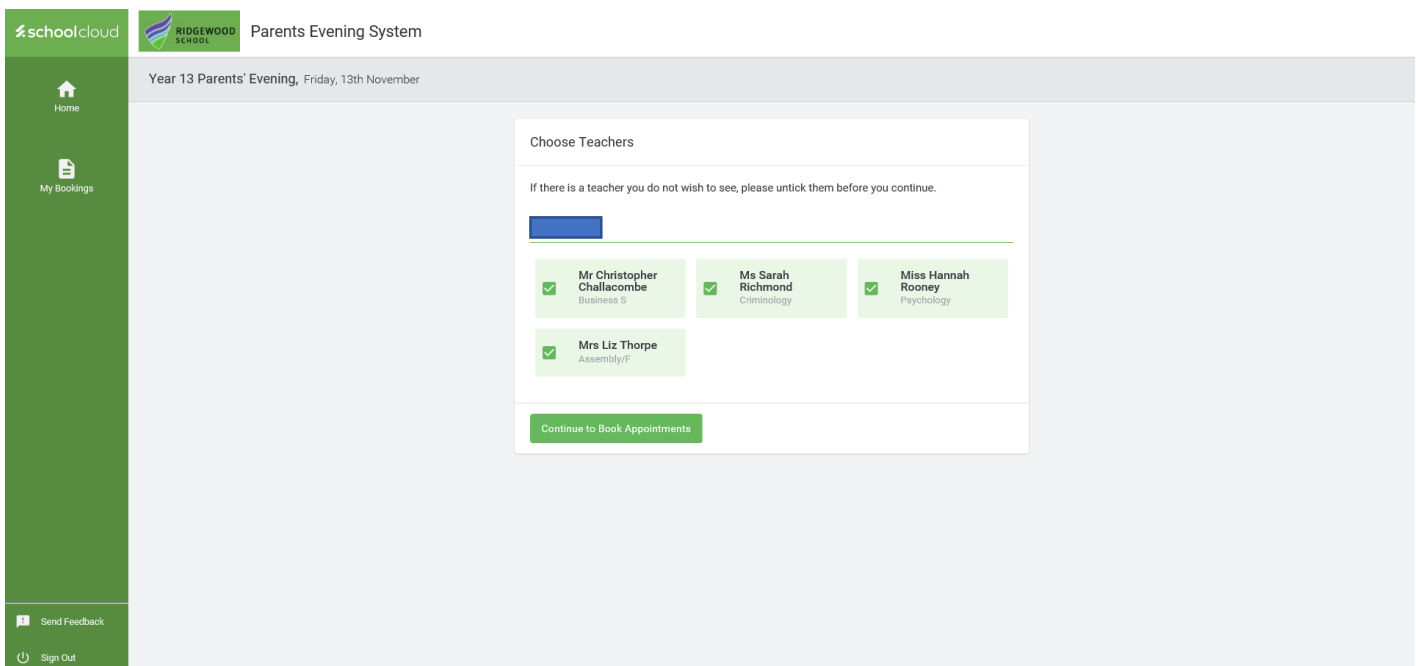


5. Please click on 'Automatic' if you would like the booking system to book your appointments, or 'Manual' if you would like to book your own appointments.



The screenshot shows the 'Choose Booking Method' screen in the Parents Evening System. The page header includes the 'schoolcloud' logo, the Ridgewood School logo, and the text 'Parents Evening System'. Below the header, it says 'Year 13 Parents' Evening, Friday, 13th November'. A left-hand navigation menu contains 'Home', 'My Bookings', 'Send Feedback', and 'Sign Out'. The main content area features a white box with the title 'Choose Booking Method' and the instruction 'Select how you'd like to book your appointments, then click Next.' There are two radio button options: 'Automatic' (unselected) with the description 'Automatically book the best possible times based on your availability', and 'Manual' (selected) with the description 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom of the box.

6. Select your son/daughter's teacher that you would like to book an appointment with for each subject:



The screenshot shows the 'Choose Teachers' screen in the Parents Evening System. The page header is identical to the previous screenshot. The main content area features a white box with the title 'Choose Teachers' and the instruction 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is a blue bar. There are four teacher selection cards, each with a green checkmark in a box: 'Mr Christopher Challacombe' (Business S), 'Ms Sarah Richmond' (Criminology), 'Miss Hannah Rooney' (Psychology), and 'Mrs Liz Thorpe' (Assembly). A green 'Continue to Book Appointments' button is located at the bottom of the box.

7. Select the available appointments you would like to make with the relevant subject teachers:

Finished - Appointments Saved
Your appointments have been saved and an email will be sent confirming your appointments.
[Click here to view/print your appointments.](#)

Time	Mr Christopher Challacombe Business S	Ms Sarah Richmond Criminology	Miss Hannah Rooney Psychology	Mrs Liz Thorpe Assembly/F
16:00	✓			
16:10		✓		
16:20			✓	
16:30				✓
16:40				
16:50				
17:00				
17:10				
17:20				

8. If you click on 'Click here to view/print your appointments', they will appear as below:

Your appointments have been saved and an email will be sent confirming your appointments.

Year 13 Parents' Evening
4 appointments from 16:00 to 16:40
Friday, 13th November

Print | Amend Bookings | Subscribe to Calendar

Teacher	Student	Subject
16:00 Mr Christopher Challacombe	[Student Name]	Business S
16:10 Ms Sarah Richmond	[Student Name]	Criminology
16:20 Miss Hannah Rooney	[Student Name]	Psychology
16:30 Mrs Liz Thorpe	[Student Name]	Assembly/F