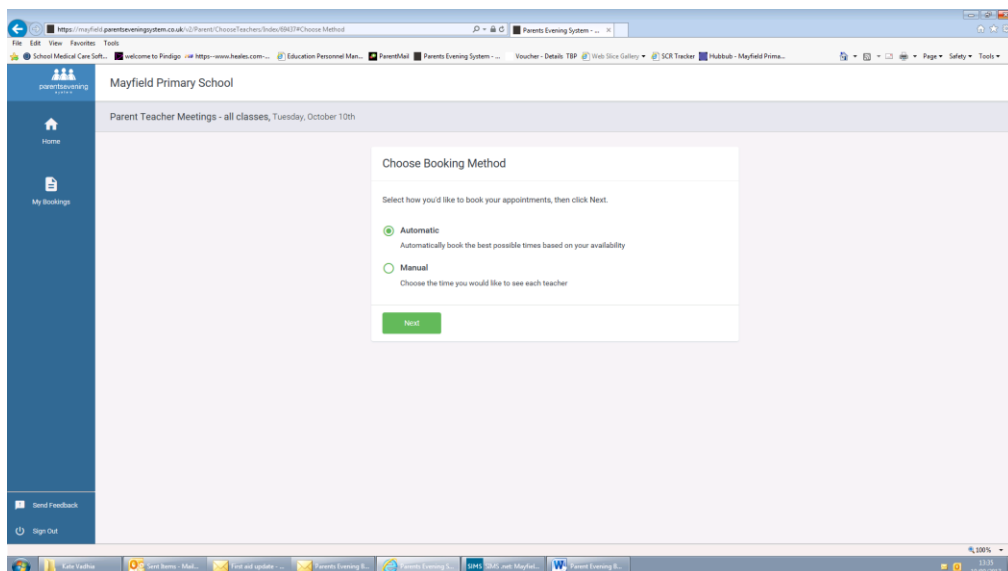
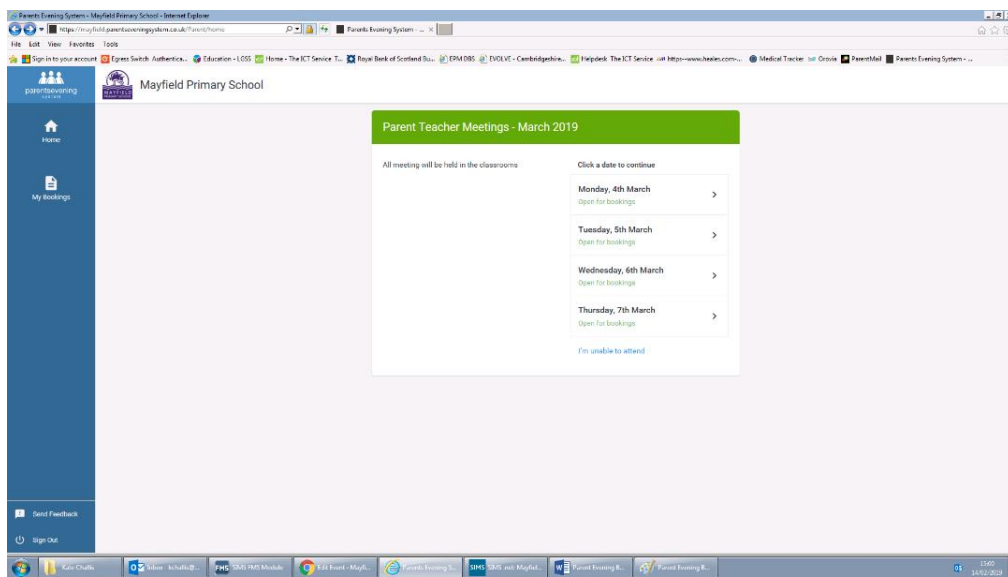


## Parent-Teacher Booking System

Parent-teacher sessions will be running at various times during the week of 20<sup>th</sup> November.

All appointments will take place via video link: please read this website for more information on how this works <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

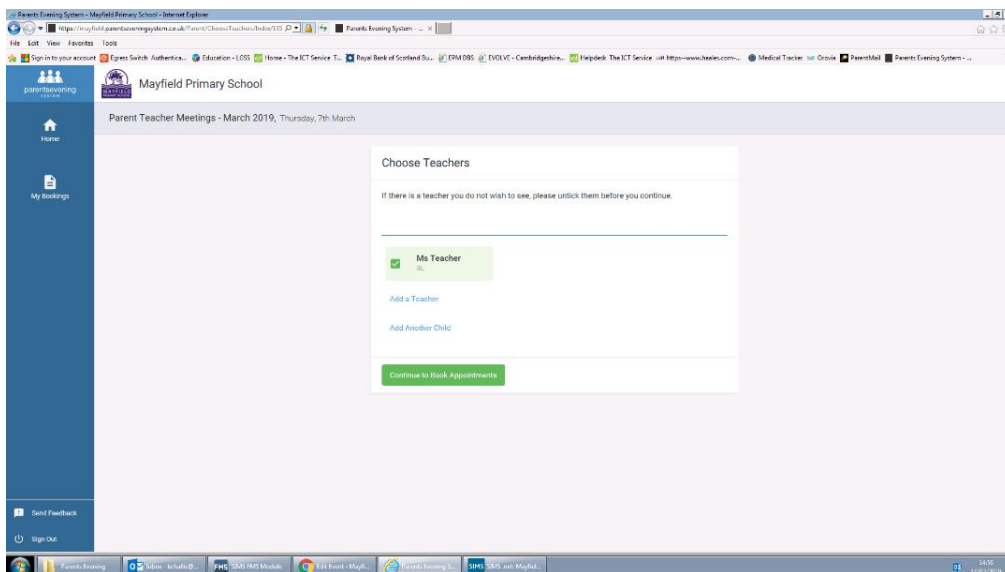
- The booking website is <https://mayfield.schoolcloud.co.uk/>
- You will need to put in your name and email address and your child's name (as it appears on the register) and class eg RJ. **Note: if the site is asking for a date of birth you are on the WRONG Mayfield School site. Please use the link above to reach the correct site.**
- You will then see the different sessions during the week - details of which teachers are offering which days can be found [HERE](#)
- The teachers from RBK are grouped together and displayed as Ms RBK Teacher. IMC is Ms IMC Teacher, 2HR is Ms 2HR Teacher, 3LC is Ms 3LC Teacher, 4SB is Ms 4SB Teacher and 5CJ are Ms 5CJ Teacher
- Click on the session you wish to make an appointment for.
- Choose a booking method – **automatic** or **manual**.



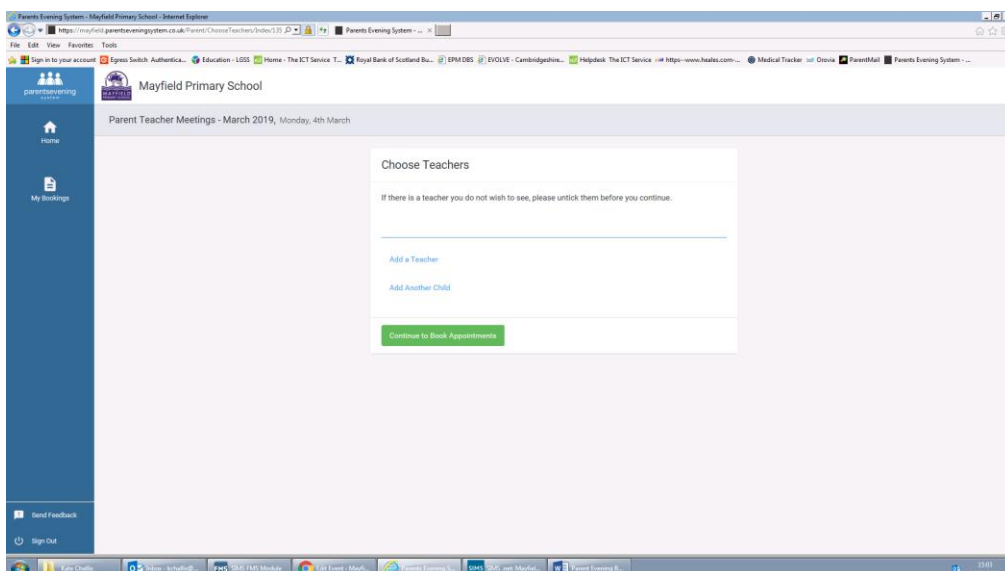
- **Automatic**
  - Will suggest an appointment time for you based on your availability
  - Use the slider to indicated your availability
  - You will be able to accept or reject the suggested appointment
  - You can also add another child in the family

- **Manual**

- You choose the best appointment times
- Select the time you would like and click on the +



- If the teacher's name is not displayed then they are not available that day:



After you have booked an appointment:

- You will receive an email confirmation.
- If you have a problem with the system or do not have access to the internet please contact the school office.
- Please login 10 minutes before your appointment.
- Appointments can be changed up to midnight on Sunday 19<sup>th</sup> November.
- Please note that all appointments are for 10 minutes. If you feel you need longer please speak to your child's class teacher.