



Kings Langley School

Unlocking Potential for Life

12th March 2025

Dear Parent/Carer

Year 12 In person consultation evening: Thursday 20th March 2025 – Appointment booking for face to face parents' consultation meetings.

I would like to invite you to attend **our Year 12 Consultation Evening on Thursday 20th March 2025**. We will be running it this year as a **face to face** appointments with your son/daughter's teachers, this will give parents and students the opportunity to discuss their progress with the teachers in person. Both parents and the student are welcome to attend; however, we are only able to issue one login per student regardless of the parent circumstances. You will need to book the appointments through Schoolcloud on the following link: <https://klsacademy.schoolcloud.co.uk/>

When you log in you will be asked for basic details about yourself (contact No. 1 of the student) and your child, no special code or login details will be required. Appointments for this parents' evening will be 7 minutes long and can be booked for most teachers between 4:00pm to 7:00pm. Please see the appointment booking guide at the end of this letter for further help.

Appointments can be made from 8pm on Thursday 13th March and will close on Wednesday 19th March at midnight. It is recommended to book early as teachers have a limited number of appointments allocated on a first come first served basis. Any alterations after the closing date are likely to be difficult. Should this be necessary, or if you have problems logging in or making bookings, please contact the school office.

Please visit <https://klsacademy.schoolcloud.co.uk/> to book your appointments.

Yours sincerely

Kings Langley School

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'.
Your Details:
- Title: Mrs (dropdown)
- 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: 20 July 2000 (dropdowns)
A green 'Log In' button is at the bottom left.

Step 1: Login

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

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

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

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

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

Step 5b (Manual): 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.

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.

Year 11 Subject Evening
 Appointments from 18:30 to 19:30
 Thursday, 12th April

[Print](#) [Amend Bookings](#)

The parent evening is for year 11 from 18:30. Please enter the school via the main entrance and follow the signs for Parking. Not unless this evening is interrupted. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
18:30	Mr. Brown	Ben	PE/CC	J2
18:30	Mr. Clarke	Ben	English	G8
18:35	Mr. Clarke	Jordan	English	G8
19:00	Mr. Jacobs	Ben	History	H8
19:20	Miss Butler	Jordan	Mathematics	M1
19:30	Miss Foster	Jordan	Science	S1

Step 6: 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*.