



Ordsall Primary School

Ordsall Road, Retford, Nottinghamshire, DN22 7SL

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Play, Learn and Grow...Together!

Monday 2nd February 2026

Dear Parents/Carers,

Parent Consultation

I am writing to inform you that parent consultation meetings have been organised for Tuesday 24th and Thursday 26th February 2026 for Nursery to Year 6. Each consultation will be a face-to-face meeting lasting 10 minutes and is an opportunity for you to discuss how your child is progressing and achieving in their current class. Due to the number of meetings over the two days, we will be sticking closely to the 10 minutes, so if a further conversation is needed with your child's class teacher then these will need to be followed up at a later date.

The consultation meetings will be taking place in the school hall. Please come to the main entrance to the school (where the school office is) and arrive promptly for your meeting time as it may be difficult for your child's teacher to fit you in at a different time. Members of staff will be on hand to bring you in at the relevant time.

To make the booking process as effective as possible, we will be using a booking system, *School Cloud*, to book the appointments. This system allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointment. Please visit <https://ordsall.schoolcloud.co.uk/> to book your appointment. A short guide on how to book appointments has been included with this letter. You will need to login with the following information:

- **Your name and email address. You will need to use the name we will have stored for you on our system, which will typically be your full name and not an abbreviation or nickname.**
- **Your child's name and date of birth.**

The booking system will be open for bookings from **Wednesday 4th February at 6pm** and will close on Monday 23rd February at 1pm.

Working with parents/carers is vital to ensuring each child at Ordsall Primary School receives the very best school experience, so it is important that you book a consultation with your child's class teacher.

Thank you for your ongoing support.

Yours sincerely,

Karl Hopkinson

Headteacher

Parents' Guide for Booking Appointments

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

Welcome to the Ordsall Primary Parents' Evening Booking System. Appointments can be attended via a link to a secure 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: 20 July 2000

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.

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

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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:35 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can 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 (BENCO) | Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 5: 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.

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 O Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

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

Step 6: Book Appointments (Automatic)

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H9) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 7: 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.

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.			
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

Step 8: 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*.