



Ordsall Primary School

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Play, Learn and Grow...Together!

Wednesday 10th June 2026

Dear Parents/Carers,

SEND Transition Meetings

As we begin planning for the new academic year, we would like to invite you to a transition meeting to discuss your child's move to their new class in September.

These meetings are specifically for parents and carers of children with Special Educational Needs and Disabilities (SEND). The aim is to ensure that we have a clear understanding of your child's strengths, needs and the strategies that help them to be successful in school, so that appropriate support can be put in place from the very start of the new academic year.

The meeting will also provide an opportunity for you to share any information that you feel would support a smooth and successful transition into their new year group.

During the meeting, we will discuss:

- What helps your child learn and thrive in school.
- Any support, adaptations or reasonable adjustments that may be required.
- Strategies that have been successful this year.
- Any concerns or questions you may have regarding the transition process.
- How we can work together to ensure your child feels confident, supported and ready for September.

The meetings will take place on **Monday 22nd June** and **Monday 29th June** and can be booked using the same system used for Parent Consultation meetings at a time that is convenient for you. Booking opens from 10am on Thursday 11th June 2026.

The link to book these is below:

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

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.

We value the important role that parents and carers play in supporting their children's education and look forward to working together to ensure a positive transition for all children with SEND

Kind regards,

Kerry Moss (Deputy Headteacher & SENCO) and Tracy Rollison (SEND Manager)

Parents' Guide for Booking Appointments

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

*Welcome to the Ordsall Primary Parenting Booking System! *Appointments can't be booked until you've received an email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date Of Birth

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 the Relevant Meeting / 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 14:36 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 (H3) 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

2 appointments from 16:15 to 16:45

Print

Amend Bookings

Subscribe to Calendar

Tuesday, 14th September

In-person

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

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

September Parents Evening

2 appointments from 15:00 to 15:45

Monday, 13th September

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*.