Ordsall Primary School

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Play, Learn and Grow...Together!

Monday 5th October 2026

Dear Parents/Carers,

Parent Consultation

I am writing to inform you that parent consultation meetings have been organised for Tuesday 10th and Thursday 12th November 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 7th October at 6pm** and will close on Monday 9th November at midday.

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.

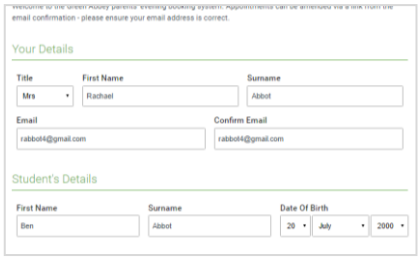
Yours sincerely,

Karl Hopkinson

Headteacher

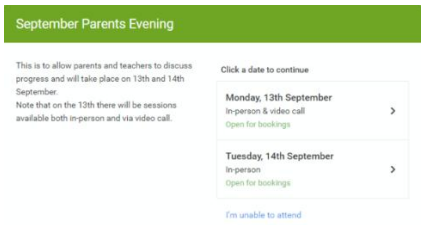
Parents' Guide for Booking Appointments

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



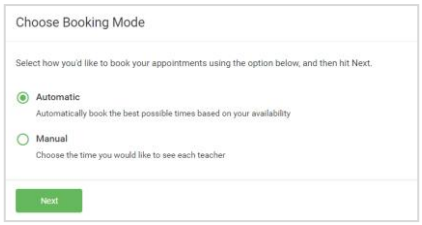
Step 1: Login

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.



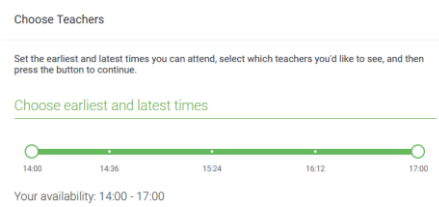
Step 2: Select the Relevant Meeting / Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.



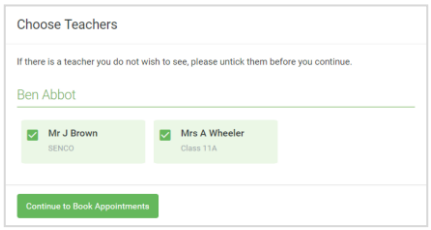
Step 3: Select Booking Mode

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.



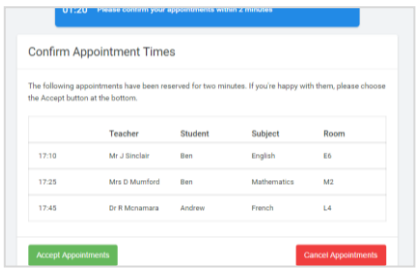
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



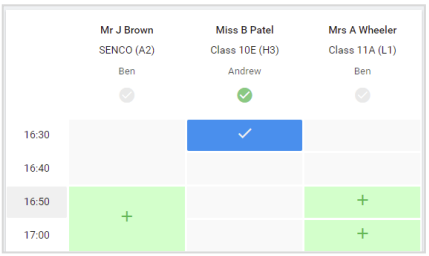
Step 5: Choose Teachers

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



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.



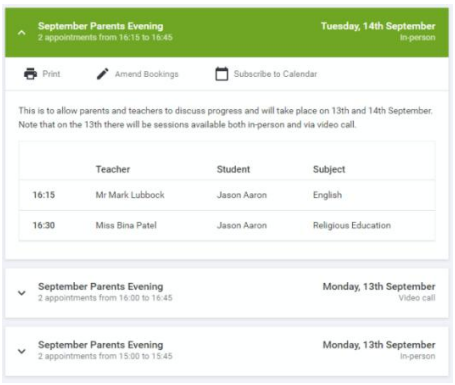
Step 7: Book Appointments

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.



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*.