



NR/CB

10 September 2025

Year 7 Form Tutor Consultation Evening – Thursday 18 September 4.00pm – 6.45pm

I hope your child has settled in well to life at West Craven and is beginning to find their feet in their new school environment. To ensure that we have an accurate understanding of our Year 7 students, over the next few weeks, your child will undertake a series of assessments in school. You should have already received communication from school informing you about these assessments.

West Craven High School is a Reading Academy and part of this is the expectation that all pupils in Year 7 will read independently at home for 20 minutes a day.

The Year 7 tutor consultation evening is an early opportunity for you to meet with your child's form tutor and discuss how your child is settling into Year 7. In addition to meeting with your child's form tutor, you will also have an opportunity to book an appointment with our SENDCO, Mr Hughes, should you feel this is necessary.

Appointments for the consultation evening can be made using our online booking system. To access the booking system, and start making your appointments, please visit:

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

This allows you to choose your own five-minute appointment time with your child's form tutor during the evening which runs between 4.00pm - 6.45pm. SENDCO appointments with Mr Hughes are 10 minute appointments, these should only be booked if you have specific need to do so. You will receive an email confirming your appointment time after booking. In order to log in to the booking system, you will need to input:

- Your title, forename, surname and email address
- Student's forename, surname and date of birth

If you experience any difficulties making your appointments or require any further guidance, please contact the school office.

We are delighted to be able to welcome you into school for face to face appointments during the evening. We very much value our parents as part of the school community and know how important the transition to year 7 is for students and families. We hope you will be able to participate in the evening with us, and we look forward to seeing you.

Yours sincerely,

Mrs N Robertson

Deputy Principal

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2023-2026

Parents' Guide for Booking Appointments

Browse to <https://westcraven.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 Parents' 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.

	Mr J Brown SENCO (A2) Ben	Miss U Patel Class 10E (I-2) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:00		✓	
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		Video call
2 appointments from 16:00 to 16:45			
September Parents Evening	Monday, 13th September		In-person
2 appointments from 15:00 to 15:45			

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*.