



AS/CB

9 September 2026

Dear Parents or Carers,

Year 7 Form Tutor Consultation Evening – Thursday 17 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 will shortly be receiving additional information from school 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. You will also have the opportunity to meet the Year 7 Pastoral Leads, Mrs Harper and Mrs Freeman, who deal with any pastoral or welfare issues. In addition to meeting with your child's form tutor and Pastoral Year Leads, you will also have an opportunity to book an appointment with our SENDCO, Mr Akhtar, 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 Akhtar 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 A Smith
Deputy Principal

Kelbrook Road, Barnoldswick, Lancashire BB18 5TB

Tel: 01282 812292 Email: office@westcraven.co.uk

Proud to be part of Pendle Education Trust, Nelson & Colne College, Scotland Road, Lancashire, BB9 7YT

Registered in England and Wales, company registration number: 08263591



Leading Parent
Partnership Award

Parents' Guide for Booking Appointments

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

WELCOME TO THE WEST CRAVEN PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CANNOT BE ATTENDED UNLESS YOU HAVE YOUR 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 14:36 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 SPNCO

☒ Mrs A Wheeler Class 1TA

[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.

07:20 Please confirm your appointments below & confirm

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
17:30	Mr J. Enslin	Ben	English	F5
17:35	Miss D. Mulford	Ben	Mathematics	M7
17:45	Dr H. Munro	Andrew	French	L1

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 U Patel Class 10C (I-C) 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*.