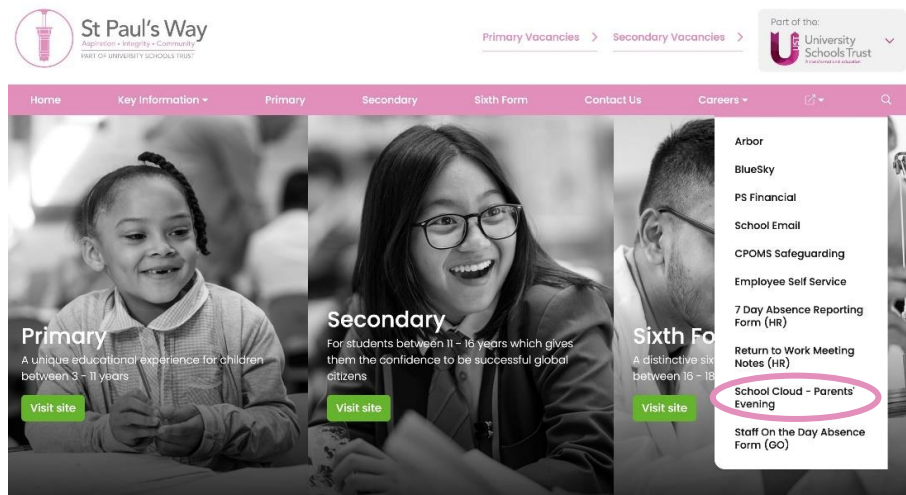




## School Cloud Parent Guide

**Step One:** Go to the School Cloud website via the following link:  
<https://spwt.schoolcloud.co.uk> or the drop-down menu on the school website.



**Step Two:** Using your 8-digit login code and email address above, login to your account with your child's date of birth.

The screenshot shows the SchoolCloud login page for St Paul's Way Trust School. The page has a green header with 'St Paul's Way Trust School' and 'SchoolCloud'. Below the header, there is a welcome message: 'Welcome to the St Paul's Way Trust School booking system. Bookings can be amended via a link from the email confirmation - please ensure your email address is correct.' The login form consists of four fields: 'Parent Login Code' (with a placeholder 'XXXX XXXX'), 'Student Date Of Birth' (with dropdowns for day '1', month 'January', and year '2010'), 'Email' (with a placeholder 'example@example.com'), and 'Confirm Email' (with a placeholder 'example@example.com'). A green 'Log In' button is located below the form. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login'.

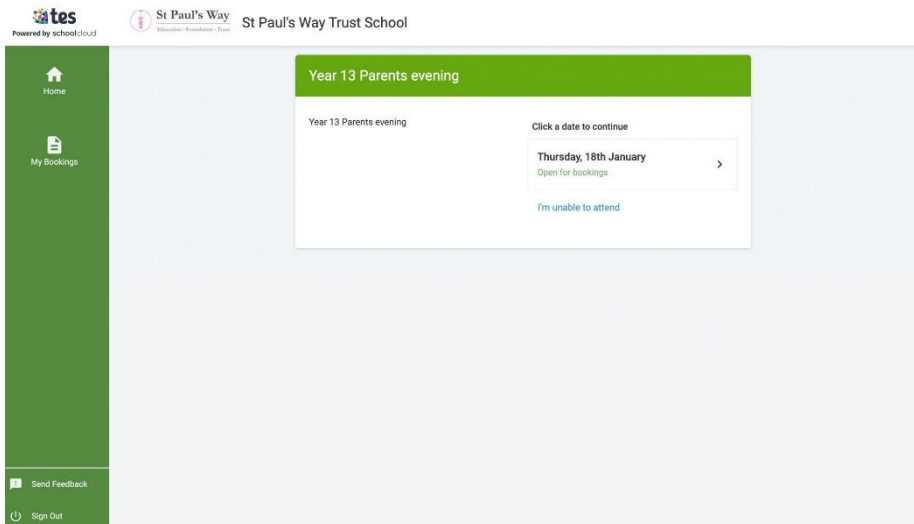


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**Step Three:** Once logged on, you will be able to see what Parents Evenings are available to book. Click on Year 7 Parents Evening.



**Step Four:** You can choose to book appointments automatically (this will optimise the number of appointments you'll be able to make and choose the best times according to your availability) or manually.

### Choose Booking Method

---

**Date & Type of Booking**  
Thursday, 18th January

Select how you'd like to book your appointments, then click Next.

**Automatic**  
Automatically book the best possible times based on your availability

**Manual**  
Choose the time you would like to see each teacher

[Next](#) [Back](#)



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**Step Five:** Adjust the sliding bar to indicate what your availability is, and press generate. Only your child's class teachers will be available to meet.

### Choose Teachers

Select the teachers you wish to see, then click below to continue.

Choose earliest and latest times

16:00 16:35 17:15 17:50 18:30

Your availability: 16:00 - 18:30

[Unselect All](#)

<input checked="" type="checkbox"/>	<b>Ms R Green</b> English Lit	<input checked="" type="checkbox"/>	<b>Ms S Rahman</b> Chemistry	<input checked="" type="checkbox"/>	<b>Miss L Sharpe</b> Biology
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[Generate Appointments](#) [Back](#)

**Step Six:** The system will choose the best times that are available and show them to you. You can choose to accept or reject these suggested appointments. If you click reject, it will take you back to the start to choose whether manual appointments will be better for you.

**01:44** Please confirm your appointments within 2 minutes

### Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject
16:00	Ms Rahman	<input type="checkbox"/>	Chemistry
16:05	Miss Sharpe	<input type="checkbox"/>	Biology
16:10	Ms Green	<input type="checkbox"/>	English Lit

[Accept Appointments](#) [Reject Appointments](#)



**Step Seven:** If you choose manual, you will be directed to this page where you will select the teachers you'd like to meet with and click 'continue to book appointments'.

### Choose Teachers

Select the teachers you wish to see, then click below to continue.

[Unselect All](#)

<input checked="" type="checkbox"/> <b>Ms R Green</b> English Lit	<input checked="" type="checkbox"/> <b>Ms S Rahman</b> Chemistry	<input checked="" type="checkbox"/> <b>Miss L Sharpe</b> Biology
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Continue to Book Appointments

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**Step Eight:** You can then choose which appointments suit you best by clicking the '+' symbol underneath each teacher and beside the time slot you'd prefer. The green '+' will indicate an available appointment with that teacher.

	Ms R Green English Lit	Ms S Rahman Chemistry	Miss L Sharpe Biology
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:00	+	+	+
16:05		+	+
16:10	+	+	+
16:15	+	+	+
16:20	+	+	
16:25	+	+	+
16:30	+	+	+
16:35	+	+	+
16:40		+	+
16:45	+	+	+
16:50	+	+	+
16:55	+	+	+
17:00		+	