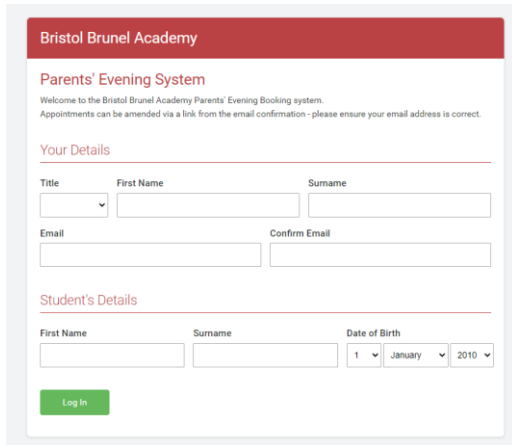


Parents' Guide for Booking Appointments

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



Bristol Brunel Academy

Parents' Evening System
 Welcome to the Bristol Brunel Academy Parents' Evening Booking system.
 Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: First Name: Surname:

Email: Confirm Email:

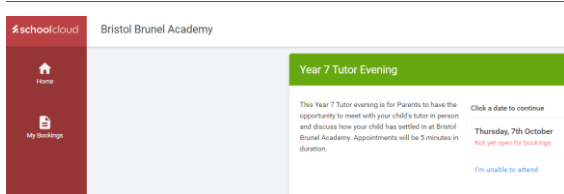
Student's Details

First Name: Surname: Date of Birth: 1 January 2010

Step 1: Login

Please fill out the details on the login page. A confirmation of your appointment will be emailed to your email address.

Please use your child's "preferred" forename that matches our records (no abbreviations).



schoolcloud Bristol Brunel Academy

Home My Bookings

Year 7 Tutor Evening

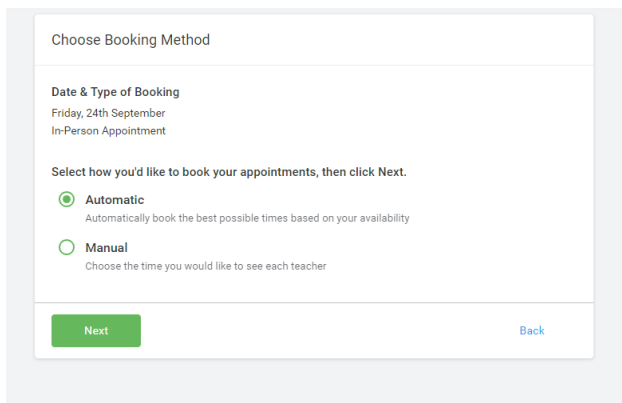
This Year 7 Tutor evening is for Parents to have the opportunity to meet with your child's tutor in person and discuss how your child has settled in at Bristol Brunel Academy. Appointments will be 5 minutes in duration.

[Click a date to continue](#)

Thursday, 7th October
 Not yet open for bookings
[I'm unable to attend](#)

Step 2: Select Parents' Evening

The home page will show the upcoming events relevant to you. Once bookings are open, click on the relevant date to make your booking



Choose Booking Method

Date & Type of Booking
 Friday, 24th September
 In-Person Appointment

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

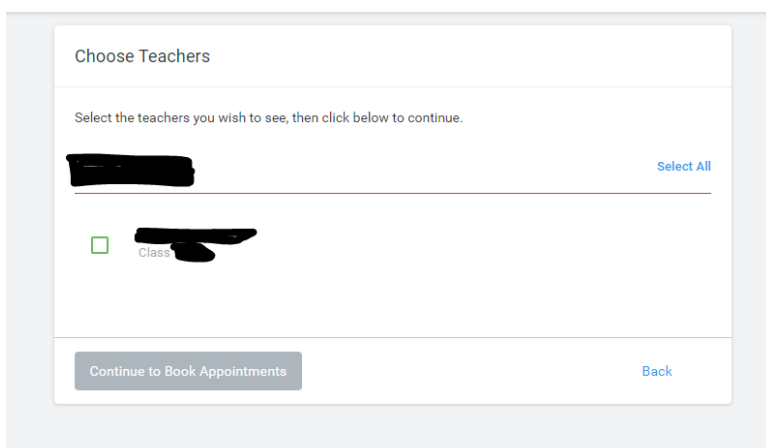
[Back](#)

Step 3: Choose your booking method

If automatic, the system will generate an appointment time for you.

If manual, you select a time to suit you from the available slots

Click on the next button to proceed.



Choose Teachers

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

[Select All](#)

Class

[Back](#)

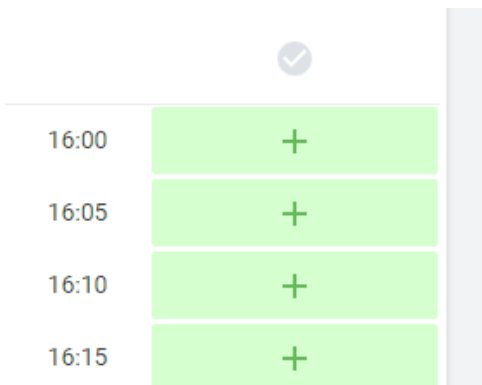
Step 4: Choose Teachers

Tick your child's tutor and then click continue to book appointments

Step 5: Book your appointment

All green slots are available times. Click in the relevant green box to book that slot.

To book appointments for another child, please complete this process again from the home screen selecting the relevant child.

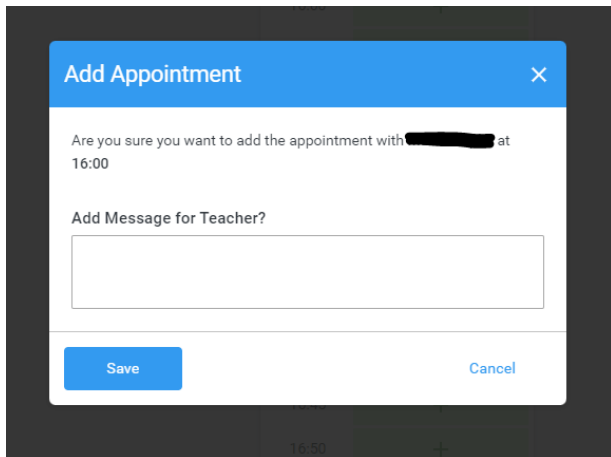


Step 6: Confirm your booking

After selecting your time slot, you have the opportunity to send a message to the teacher. This is not compulsory.

Click the save button to confirm your booking

The following screen will appear and you will receive an email confirmation of your appointment



Finished - Appointments Saved



Your appointments have been saved and an email will be sent confirming your appointments.

[Click here to view/print your appointments.](#)

Viewing/Editing your appointment

Visit <https://bristolbrunel.schoolcloud.co.uk/> or click the link at the bottom of your booking confirmation email which logs you back into the Parents evening system.

Click on the "my bookings" tab to view/edit/ print your appointment.

You can change your appointments by clicking on "Amend bookings". If you wish to cancel your appointment, untick the teacher.