

# Year 6 and Year 7 Parents' Guide for Booking Appointments - Fall

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

**Your Details**

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

**Student's Details**

First Name	Surname	Year Level (e.g. 3)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 1:

Go to <https://ucc.schoolcloud.co.uk/>

Fill out the details on the page then click the *Log In* button.

When entering your name and your student's name please use your legal names.

In the field labelled **Year Level (e.g. Year 3)**, please enter as following:

- For example, if your student is in 7B, you would enter Year 7 in this box.

Please note that Year 6 and Year 7 conferences are **virtual** only

- Please leave the **Title** box blank

A confirmation of your appointments will be sent to the email address you provide.

**Student Led Conferences | Middle Years**

Feedback is one of the most important tools to help students develop and grow. In addition, building strong connections among families, teachers, and students is integral to continued academic development. UCC's Middle Division 15-minute student-led conferences with Form Advisors provide an opportunity for both holistic feedback and connection to take place.

Click a date to continue

**Friday, 25th April**  
In-person & video call  
[Open for bookings](#)

[I'm unable to attend](#)

**Student Led Conferences | Primary Years SK-5**

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## Step 2:

Be sure to select Student-Led Conferences | Middle Years.

Click on the date you wish to book. (Year 6 and Year 7 conferences take place on Nov. 20 and 21. If unable to attend on any of these dates, please 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

## Step 3:

You will choose a booking method (Year 6 and Year 7 parents **can only** choose video call).

If you want the system to pick the best slot for you based on a window of time you provide, choose *Automatic*. If you would like to choose from a list of available times, choose *Manual*.

Then click *Next*.

**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**

Your availability: 14:00 - 17:00

## Step 4:

If you chose *Automatic*, drag the sliders at the top of the screen to indicate the window of time you can attend. Then click *Generate Appointments*, and accept or reject the time offered. Please go to step 6.

If you choose *Manual*, the teacher you are meeting with will be presented to you. To book your appointment, please click *Continue to Book Appointments*. Please go to step 5.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

### Step 5:

For those that selected *Manual*, click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

All of your son's subject teachers will be listed (exception: their HLS teacher will not be listed)

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking your appointments, at the top of the page in the alert box, press ***click here*** to finish the booking process.

September Parents Evening
2 appointments from 16:15 to 16:45

Tuesday, 14th September
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
2 appointments from 16:00 to 16:45

Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
In-person

### Step 6:

Your booking now appears on the My Bookings page. An email confirmation has been sent, and you can also print your appointment(s) by pressing *Print*. Click *Subscribe to Calendar* for your appointment(s) and any future bookings to your calendar.

To change your appointment, click on *Amend Bookings*.