## Sheldon School – Meet the Tutor Evening - Guidance

## How to make a booking

To access the Parent Evening Booking System, you will need to log into the system using this link <a href="https://sheldon.schoolcloud.co.uk">https://sheldon.schoolcloud.co.uk</a>.

You will then be asked to provide the following security details

Title
Forename
Surname
Email address
Child's Date of Birth

Please note that the above details need to match what we have on our records. If there have been any changes then please can you notify the School Admin department <a href="mailto:admin@sheldonschool.co.uk">admin@sheldonschool.co.uk</a> so we can then update them for you.

Once you have logged into the system you will see a Parent Evening date. Open this and then you can select appointments either manually or automatically based on your availability.

Once you have made your booking the system will save your entries and then send you a confirmation email.