



ST ALPHEGE CE INFANT SCHOOL

Executive Head: Mrs Liz Thomas-Friend, Head of School: Mrs Jacqui Spinks,
Oxford Street, Whitstable, Kent, CT5 1DA, TEL: 01227 272977, Email: headteacher@st-alphege.kent.sch.uk

4th March 2026

Dear Parents and Carers,

We are pleased to invite you to one of our parents' consultations. In response to your feedback, this year we are offering in person appointments as well as video appointments:

Monday 23rd March: Between 4.00pm and 7.00pm – In person appointment

Wednesday 25th March: Between 2.00pm and 5.00pm – Video appointment

This is an opportunity for you to be able to book a 10-minute appointment with the class teacher where you will be able to ask any questions you may have and check in on how your child is settling into the new academic year.

All appointments will be accessed through our Parent Evening booking system which has the facility for video calls. <https://stalphegeinfant.schoolcloud.co.uk/>

Booking an appointment through School Cloud

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.

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*.



St Alphege Values



Koinonia
Joy



Forgiveness

Trust



Kindness



Artsmark
Platinum Award
Awarded by Arts
Council England

Love



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.



Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.



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.



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.



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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*.

As there are limited appointments available, we request that only one appointment is booked per child where possible and that both parents join the allocated time. If you have specific circumstances that may make this difficult, then please speak to your child's teacher.

Booking and attending a video appointment:

The following guidance will assist with inviting an additional parent/carer to the virtual appointment.

<https://support.parenteveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

This is a parent, teacher consultation. Time is limited during the appointment slots, so we ask that you join the discussion in an area away from external distraction.

Please use the guide below which explain how to access the video appointment.

<https://support.parenteveningsystem.co.uk/category/823-video-parents-evenings>

If you would prefer a telephone appointment, please speak to your child's teacher directly and they will arrange a suitable time to call on an alternative day.

Please remember, that you do not need to wait for Parent Consultations if you have something you wish to discuss with us. We are always here and happy to help at any time.

With kind regards,

Jacqui Spinks

Liz Thomas-Friend



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