



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

1st October 2026

Dear Families,

We are pleased to invite you to one of our parents' consultations. In response to feedback, we will be offering all in person appointments across two days:

Monday 12th October: Between 3.30pm and 6.30pm – In person appointment

Wednesday 14th October: Between 3.30pm and 6.30pm – In person 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 the appointments will be held in the school hall.

All appointments will need to be booked through our Parent Evening booking system
<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*.



Kent & Medway
Music Hub
Lead School



**National Nurturing
School Award
2024**



**Artsmark
Platinum Award**
Awarded by Arts
Council England

St Alphege Values

Koinonia

Forgiveness

Trust

Kindness

Love

Joy

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

Next

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.

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

14:00 14:30 15:00 15:30 16:00 16:30 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

☒ **Mr J Brown**
 SENCO

☒ **Mrs A Wheeler**
 Class 11A

Continue to Book Appointments

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	9A
17:20	Mrs B Patel	Ben	Mathematics	9B
17:30	Mr R Morrison	Andrew	French	1A

Accept Appointments Cancel Appointments

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.

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

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 same appointment slot. If you have specific circumstances that may make this difficult, then please speak to your child's teacher.

If you would prefer a telephone appointment, rather than in person, 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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