Parents' Guide for Booking Appointments



Go to https://bra.schoolcloud.co.uk/



Step 1: Login

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

After you have made all your appointments, a confirmation will be sent to this email address.



Step 2: Select Parents' Meeting

Click on the date of the parents' meeting you wish to attend.

Unable to make the date listed? Click I'm unable to attend.



Step 3: Choose Teachers

The pupil's subject teachers will be listed for each pupil.

Select the teachers you would like to book appointments with. A green tick indicates they have been selected. To de-select a teacher, click on their name.



Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells mean they are unavailable at that time.

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 would like to discuss, or raise anything beforehand.

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



Step 5: 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.