



Logos School of English Education

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11 October 2021

Dear Parent/Guardian

RE: Parents' Evening for Grades 8, 10 & 12 – Online Appointment Booking & Video Appointments

I would like to invite you to attend our Parents' Evening on Thursday 21st October online. Due to restrictions and safety measures, we have decided to use a video system. This will minimize movement, and allow the evening to run without having to manage the logistics of queues, multiple locations, mask wearing and disinfecting tables and chairs every few minutes. This system was trialed last academic year with apparent success and positive feedback.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback. We can review whether booked appointments would be a benefit for in-person parents' evenings when they resume after Covid restrictions are past.

You can get online to book appointments from Friday 15th October at 3pm, and the booking system will close on Thursday 21st at 2:00pm. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://logos.parentseveningsystem.co.uk> to book your appointments. Log in with the following information:

	<i>Example</i>
Student's First Name:	Joseph
Student's Surname:	Bloggs
Date of Birth:	29/02/2008

The guidance on how to video call on the day of the appointment can be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. This link, and the link to log in, is on our website front page www.logos.ac.cy.

- Please note that each appointment may start 1 minute after your scheduled appointment, this will allow teachers to have your child's information in front of them. Please stay logged on and await your notification to start your meeting. Please remember to refresh your browser when you are not in a call, to ensure you are still logged in, before your next appointment.
- Please kindly keep to time. The programme will automatically stop the call at the end of the meeting, so please be at your appointment on time, as there is no way for the teacher to extend the call after the allotted time has been completed.
- When you join a call you will be asked to allow/enable the microphone and camera. Please click accept. You can disable the camera afterwards, if needed.
- In the event the internet is running slow, you have the option to disable the video/camera and remain in the meeting with audio/microphone only.

A guide to how to log in for bookings and attend the video calls will be available on our website.

Yours sincerely,

Nathan Moore
Principal

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

Your Details

Title: Mrs | First Name: Rachel | Surname: Abbot

Email: rachel4@gmail.com | Confirm Email: rachel4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings
- I'm unable to attend

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*.

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: 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

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

Ben Abbot

- Mr J Brown
- Mrs A Wheeler

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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 Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:48	Dr R Monemans	Andrew	French	L4

Step 5a (Automatic): Book Appointments

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 5b).

Manual Booking Grid:

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (HS))	Andrew	French	L4
Mrs A Wheeler (Class 11A (L1))	Ben	Mathematics	M2

Grid times: 16:30, 16:40, 16:50, 17:00. Green cells indicate appointments. Blue cells indicate existing appointments. Grey cells are unavailable.

Step 5b (Manual): 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.

My Bookings Page:

This page displays the appointments you have booked. Please check that you have booked the correct appointments and times. You can also print your appointments or subscribe to the calendar.

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17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:48	Dr R Monemans	Andrew	French	L4

Step 6: 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*.