



Logos School of English Education

33-35 Yialousas Str., 3071 Lemesos

Postal Address
P.O. Box 51075
3501 Lemesos
Cyprus

E-Mail: Principal@Logos.ac.cy
Web: www.Logos.ac.cy

Tel. +357 25336061
or +357 25336650
Fax. +357 25335578

12 October 2021

Dear Parent/Guardian

RE: Primary Parents' Evening – Online Appointment Booking & Video Appointments

I would like to invite you to attend our Primary Parents' Evening on Thursday 21st October online. Due to restrictions, safety measures, and the recent increase in virus case numbers, 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 3:00pm, 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/>

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*.

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: 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.

Teacher	Student	Subject	Room
17:10 Mr J Simlar	Ben	English	E6
17:25 Mrs D Mansford	Ben	Mathematics	M2
17:45 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).

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

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.

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*.