



# Carnforth High School

24<sup>th</sup> April 2026

## Year 8 Parents Evening Tuesday May 5<sup>th</sup>

Dear Parent/Carer,

Following your child's recent Progress Report, we would like to invite you to attend the parents evening event on Tuesday 5<sup>th</sup> May to discuss your child's academic progress and identify areas for improvement with their subject teachers.

This year, we will be using the **School Cloud** online booking system to allow families to book slots with their child's teachers. **The evening remains a face-to-face event.** We feel that this will give parents more flexibility to plan appointments around their availability, which will make the evening more accessible. Details of how to use the School Cloud booking system, and the link to the website can be found on the accompanying letter. If you have any issues with logging into school cloud or booking slots, please contact [schoolcloudsupport@carnforthhigh.co.uk](mailto:schoolcloudsupport@carnforthhigh.co.uk).

The link to School Cloud can also be found on the School Website.

**Time:** 4.30pm - 7.00pm

**Location:** Carnforth High School

**School Cloud Booking opens:** Saturday 28<sup>th</sup> April at 9am

During the evening, you will have the opportunity to:

- Attend a pre-booked meeting slot with your child's subject teachers
- Collect top-up revision resources to support your child's revision programme
- Speak with Mr Walters, Year 8 Leader to discuss any concerns
- Discuss any SEND concerns with Ms Carrington (SENDCo) or Ms Jolleys (Assistant SENDCo)

**If you would like to meet with our SENDCos, please email to either [lcarrington@carnforthhigh.co.uk](mailto:lcarrington@carnforthhigh.co.uk) or [rjolleys@carnforthhigh.co.uk](mailto:rjolleys@carnforthhigh.co.uk) to book an appointment on the evening.**

We strongly encourage attendance at the evening, as the discussions and information provided will be an important part of supporting your child progress at school. Should you have any questions ahead of the evening, please do not hesitate to contact the school.

We look forward to your attendance.

Yours sincerely,

**Acting Deputy Headteacher  
Carnforth High School**

**Headteacher: Mr Paul Staniforth**

Carnforth High School  
Kellet Road, Carnforth,  
Lancashire, LA5 9LS

Telephone: 01524 732424

Email: [office@carnforthhigh.co.uk](mailto:office@carnforthhigh.co.uk)



**THE BAY  
LEARNING TRUST**



<https://carnforth.schoolcloud.co.uk>

Welcome to the Carnforth parents' evening booking system. Appointments can be attended on a link from the email confirmation - please ensure your email address is correct.

Parent Login Code:

Student Date Of Birth:  /  /

Email:

Confirm Email:

## 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.

Enter your unique login code shared by the school.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday 13th September  
In-person & video call  
[Open for bookings](#)

Tuesday 14th September  
In-person  
[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 Method

What date would you like to book?  
Monday 13th September

What type of appointment would you like?  
 In-Person  
 Video Call

[Next](#) [Back](#)

## Step 3: Select in-person or video

This event is in-person (face-to-face only), so there is no need to select 'in-person'.

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 4: 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

Your availability: 14:00 - 17:00

## Step 5: 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'd not wish to see, please uncheck them before you continue.

Ben Abbott

Mr J Brown  
SENCO

Mrs A Wheeler  
Class T1A

[Add a Teacher](#)

[Continue to Book Appointments](#)

## Step 6: 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 7: 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 8: 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 9: 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*.