



Appointment booking process

To book appointments you will need to follow the instructions below:

1. Log on to GSA school cloud using the following address
<https://georgesalter.schoolcloud.co.uk/>
2. Confirm your name and your child's name, including date of birth. This will verify your details against our system. If the details used do not match our records you will not be able to log on and will need to contact the academy. We recommend including an email address as this will allow us to send a copy of your schedule directly to you.
3. Once logged on, select the required parents evening date.
4. You will have the option to book appointments automatically based on a time frame you select or you may opt to book your appointments manually.

Please note:

- You may leave a message for a teacher to inform them of a specific topic you would like to discuss
- Our appointments are 5 minutes long so please be aware a teacher may need to end an appointment in order to maintain their schedule for the evening. However, teachers are able to follow up appointments with calls home to discuss further if required
- Appointments are based on a first come served basis so we recommend booking early.



If you are unable to book appointments due to lack of access please complete the slip below and return to your child's Head of Year:

Student's Name Tutor Group

I am happy for appointments to be booked on my behalf YES / NO

Please circle the most suitable time frame for appointments (we will endeavour to meet this need where possible)

5pm – 6:30pm

6pm – 7:30pm

A copy of your appointment schedule will be included in your parent pack on arrival

Signed Date