



# Parents' guide for booking internally run club places

Click on the following link:

[SchoolCloud - Mayespark Primary School](#)

## Step 1: Login

Please fill out all the details on the page. A confirmation of your place will be emailed to you and we may use the phone number to contact you.

Please use your child's forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

### Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Title	First Name	Surname
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

#### Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah	Smith	26/11/2005

## Step 2: Booking

Once logged in you will be taken to the 'Home' screen showing all available clubs for your child's year group.

Click 'book a place' and a confirmation box will appear and an email will be sent to the address you provided.

The 'Appointments' tab will only show appointments made for parent evening bookings and not for club bookings.

## Step 3: Cancellation

To cancel/change your booking, please contact the school office. Please note that changes cannot be made once the booking system has closed.



*"Dream, Explore, Discover"*