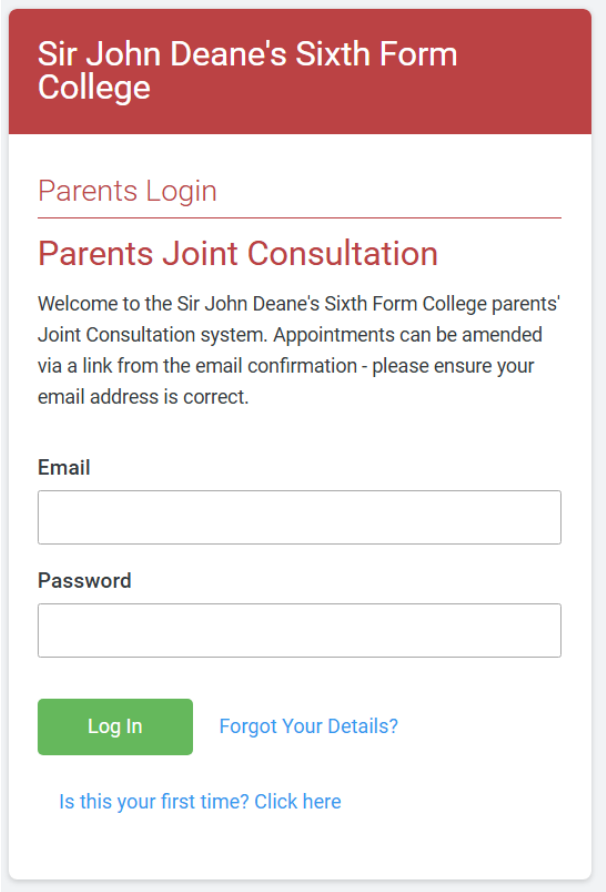
SIR JOHN DEANE'S
SIXTH FORM COLLEGE
1557

Joint Consultation – Parents – Logging in and Making Appointments

Joint Consultation uses a web based application called SchoolCloud.

The link to it is: https://sirjd.schoolcloud.co.uk/

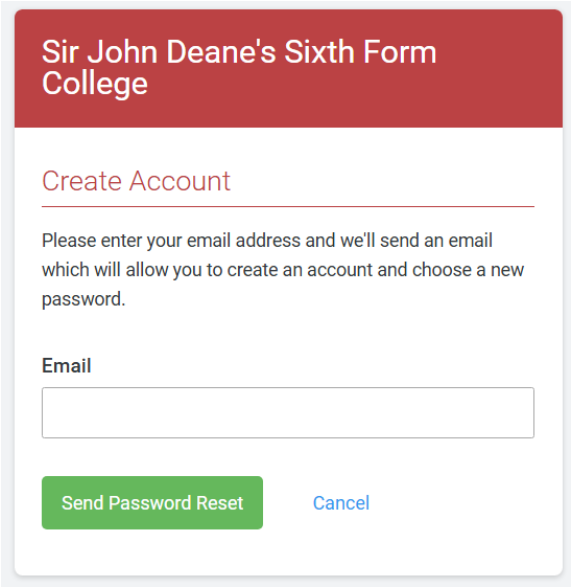


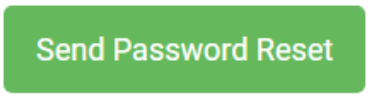
Logging in – First Time

When logging in for the first time please enter your email address in the Email field and follow the link at the bottom of the login screen:



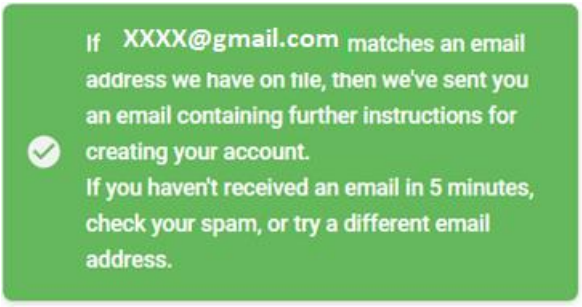
In the next screen you will be asked to enter your Email address again to create an account and password:



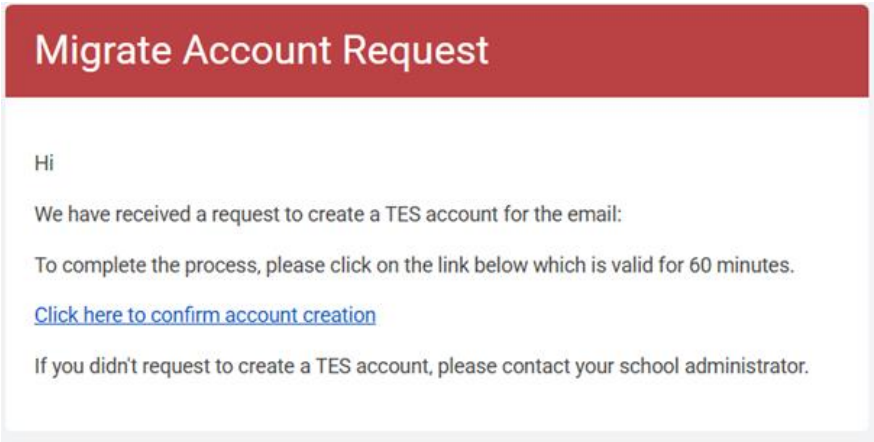
Click  to continue.

It is important to use the email address which is recorded as the **Primary contact** for your child to create the account and link to your child's details.

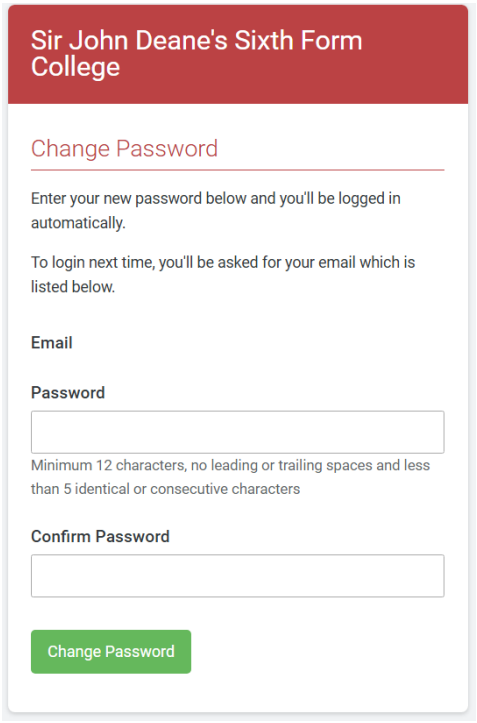
You will see the reminder of this once you click on the Send Password Reset button:



Please check your inbox to access the email containing further instructions, as follows:

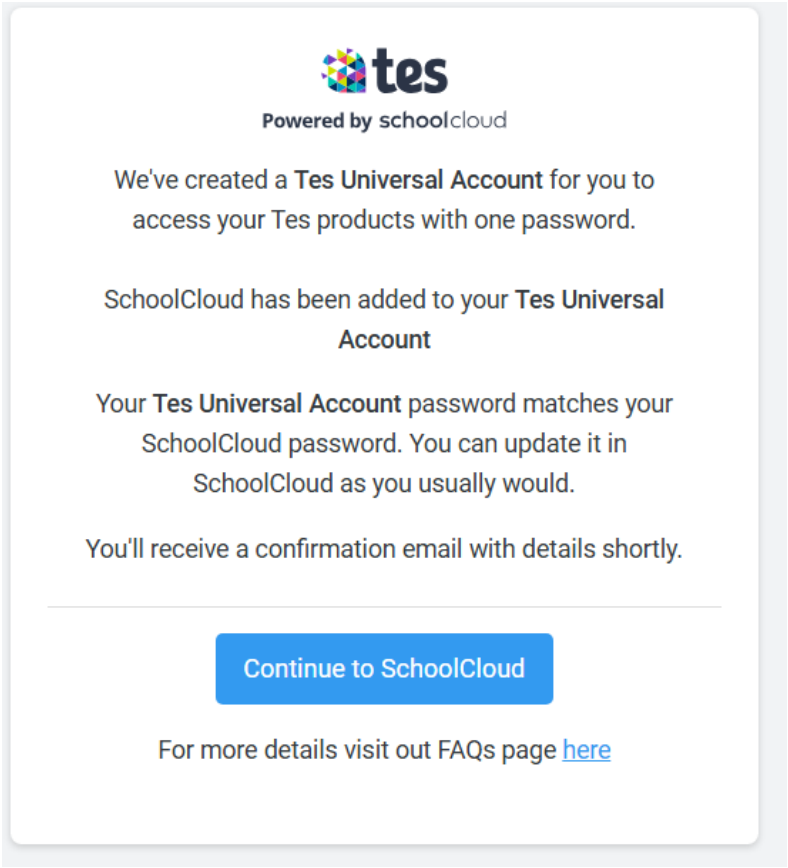


Please follow the link to confirm the account and create a password:



Your account has now been verified and you can continue to login to SchoolCloud to book your appointments

Please make a note of your login and password details. You will need these to book your appointments and subsequently for when you participate in each video consultation.



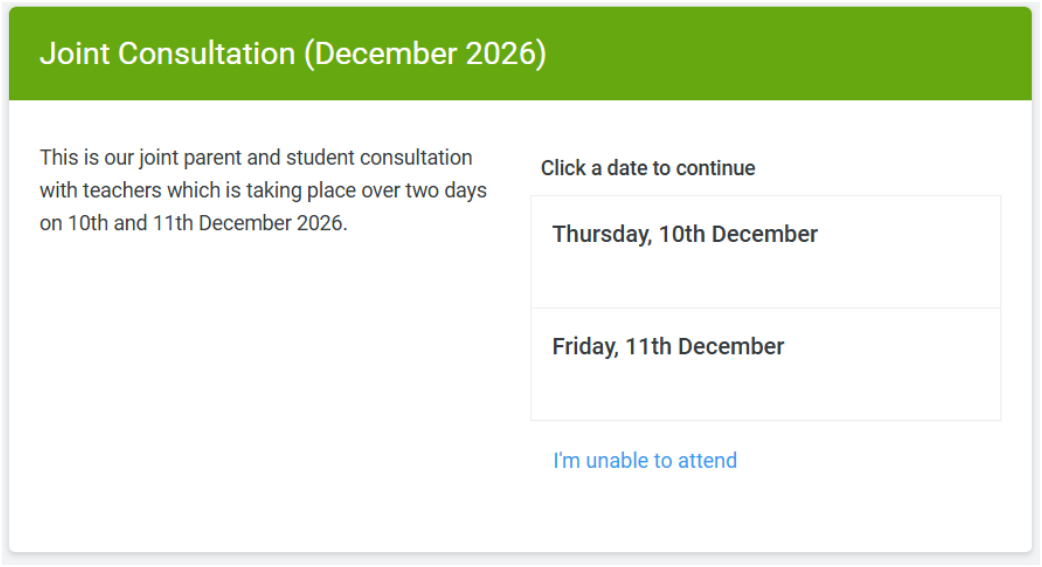
Continue to login and access Joint Consultation.

Making Appointments

The days for Joint Consultation run as follows:

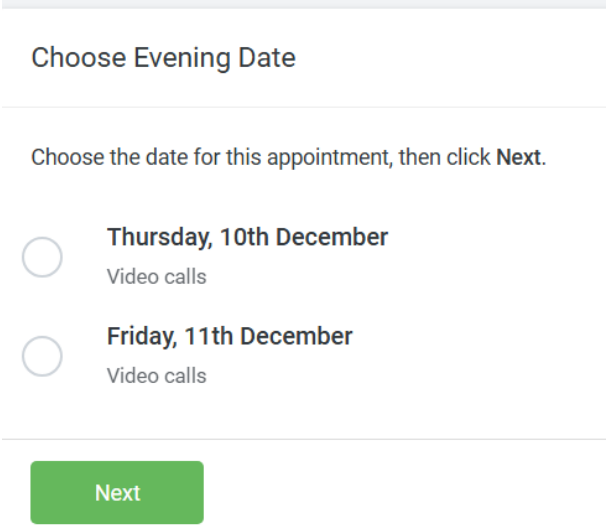
- Thursday 10 December (9am to 6pm)
- Friday 11 December (8am to 5pm)

Appointments have been configured as video appointments which are 6 minutes in duration with a 1 minute break in-between.



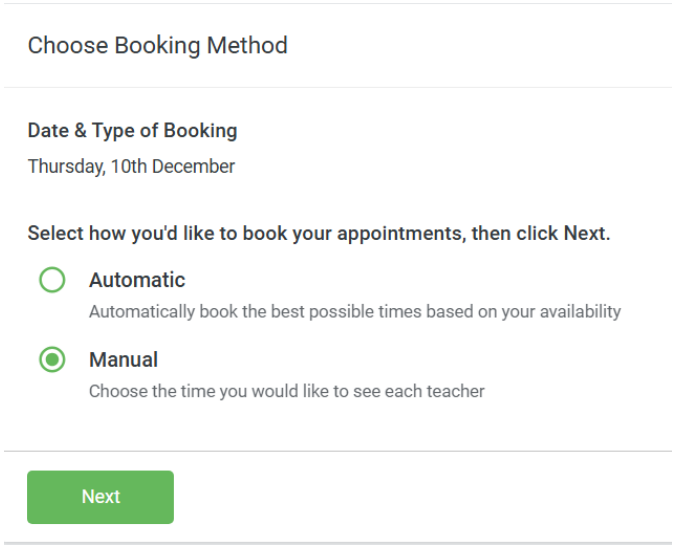
If you are unable to attend Joint Consultation, please click I'm unable to attend

Select the date you wish to attend:

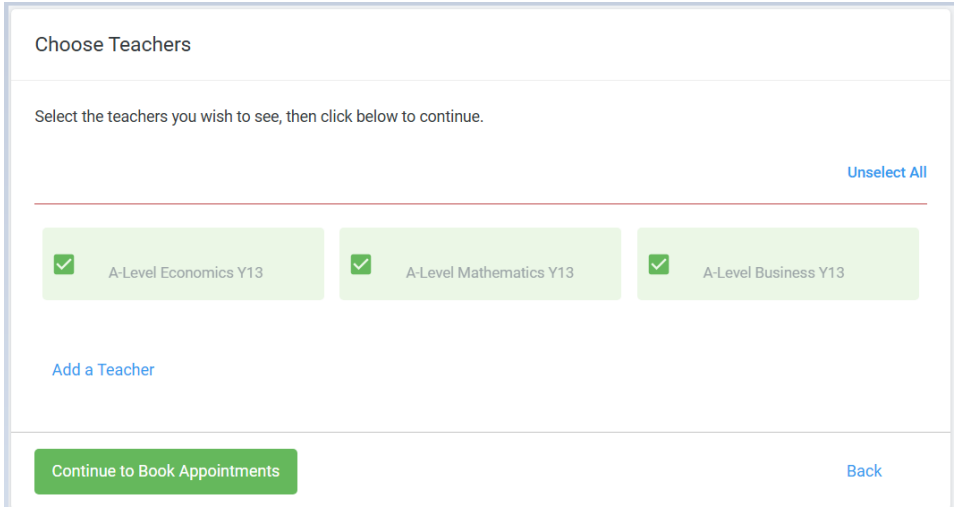


Choose the booking method.

We recommend selecting manual:



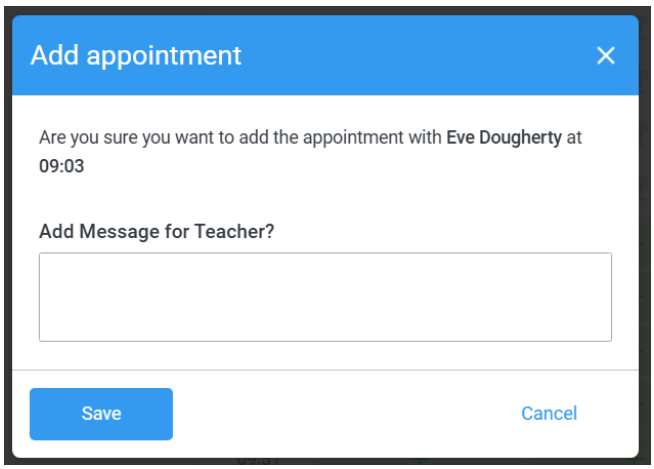
Choose the teachers you would like to see – we would recommend making an appointment with all of your child's teachers:



Select available slots (green cells) for each subject and teacher:



If you have a particular concern or issue you would like to discuss with the teacher, you can add a note for the teacher when you select the appointment slot:



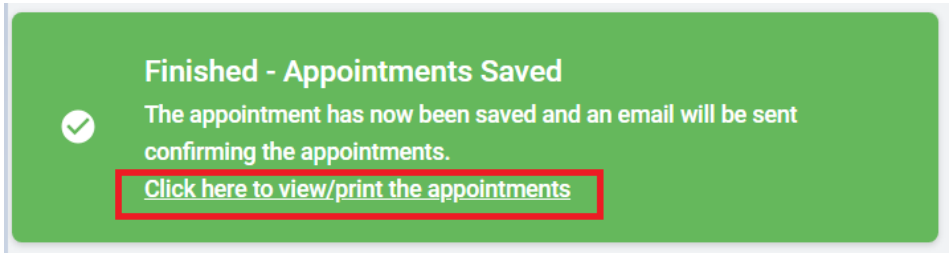
To confirm the appointment, press the save button.

Once you click the Save button, the time will change to a blue cell:



A greyed-out cell means the timeslot is unavailable. To change an appointment time, hover over the blue box and click Delete. Then choose an alternate time.

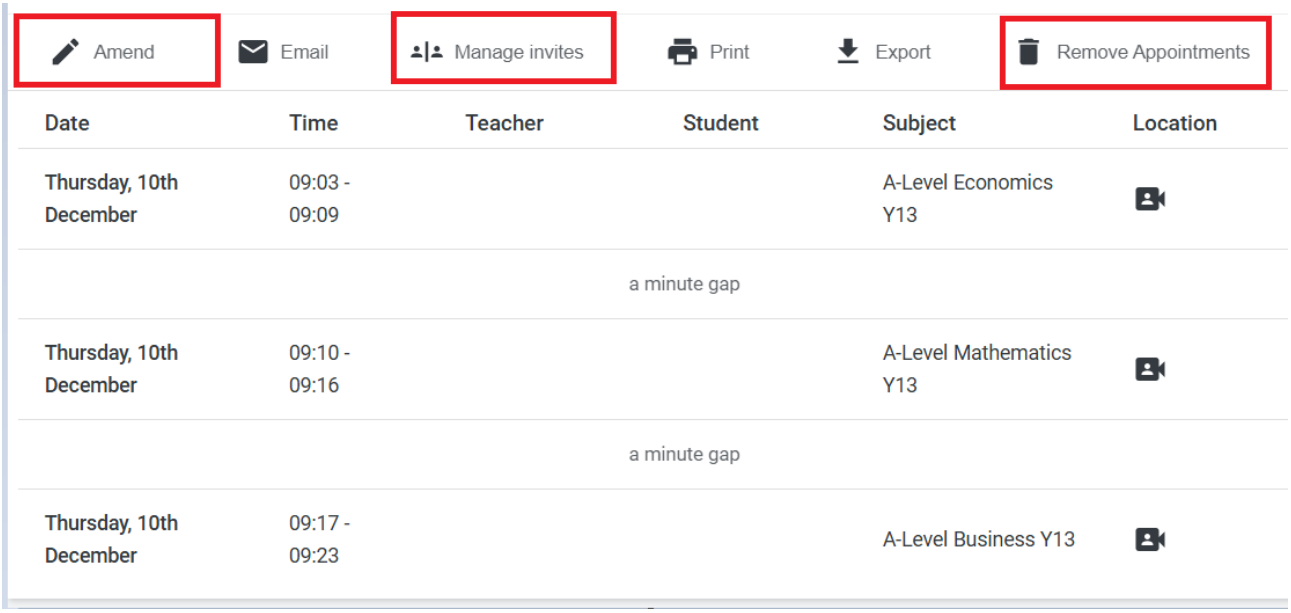
Once you're finished booking all your appointments, at the top of the page in the alert box, press click here to finish the booking process:



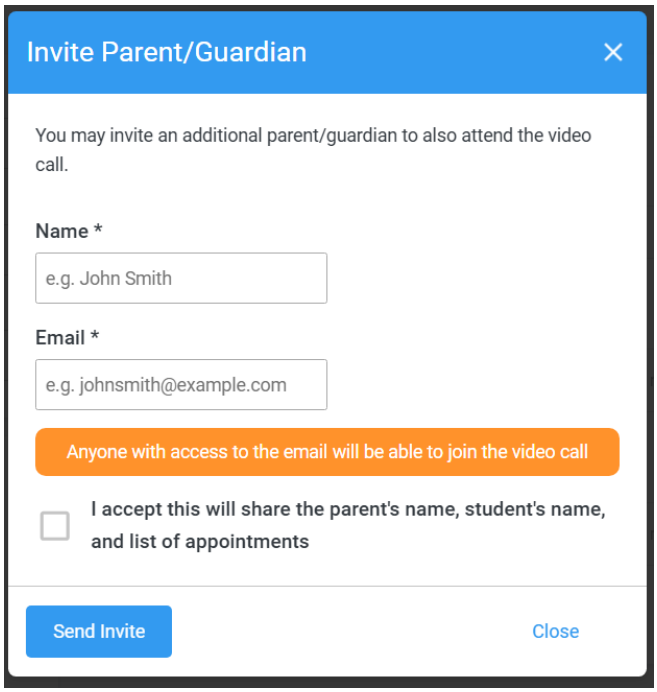
All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing Print.

To change your appointments, press Amend Bookings.

To delete your appointment, press Remove Appointments.



To invite an additional participant, press Manage Invites/Invite Parent/Guardian:



You must enter a Name and Email address, as well as tick the box to consent to that person being given access to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

When you click the blue ‘Send Invite’ button an email is sent to the address entered, giving them a link and details on how to join the call.

Manage Invites allows you to Resend invites or Remove them.

You are only able to invite 1 guest to your call.

If you click Remove the link in the previously sent invitation will no longer work and that person can no longer join the video call.