



**Our ref:** SJC  
**Your ref:**  
**If calling ask for:** Mr. Jasnosz-Clark  
**Phone:** 01698 457669  
**Date:** 26/10/21

Dear Parent/Carer,

You are invited to make appointments for the school's next parent/teacher meetings. These meetings will be booked online using a new local authority provided system called School Cloud (please note that this is different from the system we used for booking last year).

Please take time to read over all of the information below about this term's Parents' Meetings.

### **Section 1: Overview**

This year's Parents Evening appointments will be

**By telephone call for P1a to P3, P4, P6a and P7b.**

**By video conference for P4/5, P5, P5/6, P6b and P7a**

The parent/teacher meetings range in dates between **Wednesday 3<sup>rd</sup> and Thursday 11<sup>th</sup> November 2021** (See Appendix 1 below for dates and times for each teacher).

*Due to the current COVID-19 mitigation 'in person appointments' cannot take place.*

To make your appointments please login at: <https://woodhead.schoolcloud.co.uk/>

#### **To login you will need to enter:**

- Your first name and surname
- Your child's first name, surname and date of birth

The login details you enter must match those we have on record for you and will be those of the **main contact** of the pupil's school record.

You will be asked to enter an email address for booking confirmation. This can be different from the one we have on record for you.



If you need an additional account (e.g. for children who are co-parented), please contact the school to arrange this.

Appointments will be available to book from **6pm on Wednesday 27<sup>th</sup> October 2021** until **8.30am on Wednesday 3<sup>rd</sup> November 2021**. Appointments cannot be made outside this period.

Further instructions on how to book an appointment can be found in Appendix 2 of this letter (see below)

### **Section 2: Classes with Phone Call Appointments**

You should enter the phone number you wish to be called from into the message box when making your appointment. **Please note that the booking system will say 'In Person' appointment but your appointment will be by telephone only.**

On the day of your appointment, the teacher will call as close to the appointment time as possible. They will try the number twice before moving on to the next appointment. **If you miss your call, it may not be possible to rearrange it.**

For the call, you should ensure you are in a quiet place where you won't be interrupted. You may put your phone on speaker to allow both parents to hear, but as the information shared in this meeting concerns your child's academic progress, you should ensure that no other members of your household can hear the call. **CALLS MUST NOT BE RECORDED.**

### **Section 3: Classes with Video Call Appointments**

You will receive an email confirmation of your appointment which will include a link to the video conference.

You must have access to a device with a video camera and microphone. These must be turned on for the duration of the call. For the video call, you should ensure you are in a private, quiet place where you won't be interrupted. Children should not join you for the call. **VIDEOS MUST NOT BE RECORDED.**

The call will not begin until your appointment time. You will see a countdown on screen for the duration of the meeting which will automatically end after the seven minute appointment. **If you are late for your appointment, the end time cannot be extended.**

You can view a video on how to use the system at: [Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk/Video-Parents-How-to-attend-appointments-over-video-call-SchoolCloud-Parents-Evening)

#### **Section 4: Why are there not video calls for all classes?**

School Cloud is a new system for us and we will be piloting it with 5 classes for this parents' night. This allows us to be confident that the system meets our needs and to evaluate it for future use across the whole school.

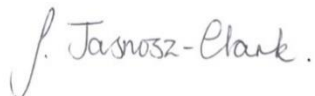
Restricting it to a limited number of classes allows us to manage any technical issues that might occur on the night and for SLT to be available to assist with any problems.

If this pilot is successful, we will roll it out the system to the whole school for future parents nights (if we are still unable to meet face-to-face).

#### **Section 5: Troubleshooting Tips for Booking Appointments**

- If you cannot login or have trouble booking an appointment, please contact the school office.
- You must enter your name and your child's name as it appears on the school records (i.e. as noted on the Annual Data form)
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

Yours faithfully,

A handwritten signature in cursive script that reads "J. Jasnosz-Clark".

Mr. Scott Jasnosz-Clark  
**Head Teacher**

## Appendix 1 - Parents Night Dates and Times

### Monday 1<sup>st</sup> to Thursday 4<sup>th</sup> November 2021

Date	3.30pm-5.30pm	6pm-8pm
Wed 3 <sup>rd</sup> Nov Mr. Clark	P2 – Mrs. Clark & Miss Bowden P1a – Miss Black	P2 – Mrs. Clark & Miss Bowden P1a – Miss Black
Thu 4 <sup>th</sup> Nov Mrs. Keltie	P2/3 – Mrs. Murray P1/2 – Miss Casey	P7b – Mr. Sullivan P1/2 – Miss Casey

### Monday 8<sup>th</sup> to Thursday 8<sup>th</sup> November 2021

Date	3.30pm-5.30pm	6pm-8pm
Tue 9 <sup>th</sup> Nov Mr. Clark and Mrs. Keltie	P3 – Mr. Markac P6a – Mrs. Rashid P6b – Mrs. Roe (Video Calls) P7a – Miss Ianniello (Video Calls) P5/6 – Miss Miller (Video Calls) P5 – Ms. Quigley (Video Calls) P4/5 – Mrs. Mackie (Video Calls)	P3 – Mr. Markac P6a – Mrs. Rashid P6b – Mrs. Roe (Video Calls) P7a – Miss Ianniello (Video Calls) P5 – Ms. Quigley (Video Calls) P4/5 – Mrs. Mackie (Video Calls)
Wed 10 <sup>th</sup> Nov Mrs. Fox	P1b – Mrs Waddell P4 – Mrs. Howat & Miss Stevenson	P1b – Mrs Arthur P4 – Mrs. Howat & Miss Stevenson P5/6 – Miss Miller (Video Calls)
Thu 11 <sup>th</sup> Nov Mrs. Watson	P7b – Mr. Sullivan	P2/3 – Mrs. Murray

## Appendix 2 - Parents' Guide for Booking Appointments

Browse to <https://woodhead.schoolcloud.co.uk/>

Information for the school's online booking system: appointments can be made for the school's online email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben Surname: Abbot Date Of Birth: 29 July 2000

### 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.

**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 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 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.

**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**

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

### Step 4: 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 do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown (SENCO)

☒ Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

### Step 5: 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.

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English E6
17:25	Mrs D Mumford	Ben	Mathematics M2
17:45	Dr R Monnema	Andrew	French L4

[Accept Appointments](#) [Cancel Appointments](#)

### Step 6: 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 7: 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.

**Please enter the phone number for the call in the message box (for those classes whose appointments will be via phone call)**

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.

September Parents Evening
2 appointments from 16:15 to 16:45

Tuesday, 14th September
In person

Print
Amend Bookings
Subscribe to Calendar

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.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening
2 appointments from 16:00 to 16:45

Monday, 13th September
Video call

September Parents Evening
2 appointments from 15:00 to 15:45

Monday, 13th September
In person

## Step 8: 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*.