

Our ref: SJC
Your ref:
If calling ask for: Mr. Jasnosz-Clark
Phone: 01698 457669
Date: 8/3/22

Dear Parent/Carer,

You are invited to make appointments for the school's next parent/teacher meetings. These meetings will be booked online using the local authority provided system called School Cloud.

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 video conference all classes**. The parent/teacher meetings range in dates between **Monday 21st and Thursday 24th March 2022** (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 9th March 2022** until **8.30am on Monday 21st March 2022**. Appointments cannot be made outside this time.



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

Section 2: Video Call Appointments

You will receive an email confirmation of your appointment which will include a link to the video conference. You will also be able to access the meeting by logging back into <https://woodhead.schoolcloud.co.uk/>

You must have access to a device with a video camera and microphone such as a laptop, tablet or phone. The microphone and video 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.**

Inviting another parent/guardian to join your appointments

You can give ONE other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

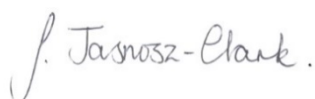
You can view a video on how to use the system at: [Video: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk/)

Section 3: 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.

If you need any further help with booking an appointment, please contact the school office.

Yours faithfully,



Mr. Scott Jasnosz-Clark
Head Teacher

Appendix 1 - Parents Night Dates and Times

Date	3.30pm-5.30pm	6pm-8pm
Monday 21 st March	P1/2 Miss Casey P1a Mrs Mitchell P2 Miss Bowden P3 Mr Markac P4 Miss Stevenson	P1/2 Miss Casey P1a Mrs Mitchell P2 Miss Bowden P3 Mr Markac
Tuesday 22 nd March	P4/5 Mrs Mackie P5 Ms Quigley P5/6 Miss Miller P6a Mrs. Rashid P6b Mrs Roe	P4/5 Mrs Mackie P5 Ms Quigley P2/3 Mrs Murray P4 Miss Stevenson P6b Mrs Roe
Wednesday 23 rd March		
Thursday 24 th March	P1b Mrs Arthur P2/3 Mrs Murray P7a Miss Ianniello P7b Mr Sullivan	P1b Mrs Waddell* P5/6 Miss Miller P6a Mrs. Rashid P7a Miss Ianniello P7b Mr Sullivan

* The booking system will display Mrs. Waddell's name when making appointments, but the 3.30pm-5.30pm appointments will be with Mrs. Arthur.

Appendix 2 - Parents' Guide for Booking Appointments

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

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: 20 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 T1A

[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 Monamara	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. 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				Tuesday, 14th September
2 appointments from 16:15 to 16:45				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.				
Time	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*.