



**Our ref:** SJC  
**Your ref:**  
**If calling ask for:** Mr. Jasnosz-Clark  
**Phone:** 01698 457669  
**Date:** 10/10/22

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**

Parents Evening appointments will be **in person on Thursday 10<sup>th</sup> November 2022 between 3.30pm and 8pm.**

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 **4pm on Wednesday 12th October 2022** until **3.30pm on Monday 7<sup>th</sup> November 2022**. Appointments cannot be made outside this time.

Further instructions on how to book an appointment can be found in Appendix 1 of this



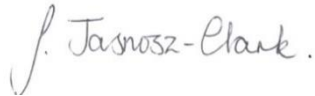
letter (see below)

## **Section 2: 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,

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

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

# Appendix 1 - Parents' Guide for Booking Appointments

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

The screenshot shows a registration form with two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (28 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.

The screenshot shows a green header for 'September Parents Evening'. Below it, there is a note: '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.' To the right, there is a 'Click a date to continue' section with two options: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). Each date has an 'Open for bookings' link and a right-pointing arrow. At the bottom, there is a link for '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*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

## 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.

The screenshot shows a 'Choose Teachers' screen. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a 'Choose earliest and latest times' section with a horizontal slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The current selection is from 14:00 to 17:00. Below the slider, it says '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.

The screenshot shows a 'Choose Teachers' screen. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, there is a list of teachers: 'Ben Abbot', 'Mr J Brown' (SENCO), and 'Mrs A Wheeler' (Class 11A). Both 'Mr J Brown' and 'Mrs A Wheeler' have green checkmarks next to their names. A green 'Continue to Book Appointments' button is at the bottom.

## 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.

The screenshot shows a 'Confirm Appointment Times' screen. It says 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns for Teacher, Student, Subject, and Room. The table contains three rows of appointments: 17:10 with Mr J Sinclair, Ben, English, E6; 17:25 with Mrs D Mumford, Ben, Mathematics, M2; and 17:45 with Dr R Monnara, Andrew, French, L4. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

## 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 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.			
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*.