Woodlands Academy Y Y

Woodlands Academy, Hathaway Gardens, W13 0DH

Head Teacher: Mrs Sonia Magan

Together We Achieve

Monday 28 June 2021

Dear Parents & Carers,

Re: Woodlands Academy Parents' Evening (Thursday 8th July 2021) - Online Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on Thursday 8th July 2021. Due to the global Covid pandemic, we have not been able to have our usual Parents' Evenings in person, but this will provide us the opportunity to meet virtually meet with your child's class Teacher to discuss their progress.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The software is easily accessible from a mobile phone and appointments can also be taken via your mobile phone.

Appointments can be made from today and will close on Wednesday 30th June at 6pm. Should you wish to make any changes after this date please contact the school office.

Please visit https://woodlandsw13.schoolcloud.co.uk/ to book your appointments. (A short guide on how to add appointments is included with this letter). Login with the following information:

- Your details, including an email address
- Student's First Name
- Student's Surname
- Student's Date of birth

Support for Parents/Carers:

- Parents' Guide for Booking Appointments (on next page)
- Video: Parents How to attend appointments over video call:
 https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

Yours sincerely,

Mrs Magan Headteacher

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Parents' Guide for Booking Appointments

Browse to https://woodlandsw13.schoolcloud.co.uk/



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.



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.



Step 3: Select Booking Mode

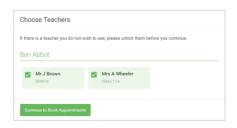
Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose Manual. Then press Next.

We recommend choosing the automatic booking mode when browsing on a mobile device.



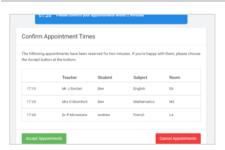
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.



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.



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.



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*.