

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 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

Parents' Guide for Booking Appointments

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

Welcome to the Green Hoose Parents' Evening Booking System. Appointments can be attended via a link from your email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachel | 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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
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	E5
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.

My Bookings

View 11 Subject Bookings

Thursday, 12th April

View / Amend Bookings

This page will continue to be updated as you add new bookings. Please refer to the manual for more information on how to use this page.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	01
15:15	Mr J Brown	Ben	SENCO	01
15:30	Mr J Brown	Ben	SENCO	01
15:45	Mr J Brown	Ben	SENCO	01
16:00	Mr J Brown	Ben	SENCO	01
16:15	Mr J Brown	Ben	SENCO	01
16:30	Mr J Brown	Ben	SENCO	01
16:45	Mr J Brown	Ben	SENCO	01
17:00	Mr J Brown	Ben	SENCO	01

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*.