

Dear Parent/Carer,

11th March 2022

I would like to invite you to attend our Parent Consultation Evenings on either **Tuesday 29th March from 3.30 pm to 6.30 pm** or **Thursday 31st March from 3.30 pm to 6.30pm**.

All classes in FS2 (reception) to Year 6 will take place on these dates.

As before, we have an easy to use online appointment booking system which allows you to choose your own appointment times with teachers. Families will be able to book one consultation appointment for each child for either one of these evenings and you will receive an email confirming your appointment/s. This link can be shared so that an additional parent is able to attend the session on a separate device if required.

This year, appointments will consist of a 10 minute consultation with your child's class teacher which **will be held remotely** using the SchoolCloud platform. At the end of the ten minute appointment, the meeting will automatically finish. Therefore, if there is anything else that you needed to discuss, please send an email to your child's class teacher.

We are delighted to inform you that we will be hosting a celebration evening after the Easter break for yourselves and children are very welcome to attend. This is **in addition to** the remote parents' evening outlined above being held on 29th and 31st March.

We appreciate and value the importance of being able to see you face to face and for you to enjoy looking at your child's work. To this end, we will be holding the celebration evening where you will get to meet the class teacher and look at children's work in **the week beginning 25th April**. Further details of times/which evening will be to follow, however we wanted to give you as much notice as possible.

School Cloud appointments for the remote parent evenings can be made from **Monday 14th March** and the online lists will be closed on the day before the consultation evening. Should you wish to make any changes after this date please email the class teacher. Please note that any parent/carer who has had a SEND telephone consultation to review their child's ASP and progress in the week beginning 21st March **does not need to book an appointment**.

Please visit <https://woodnewtonalc.schoolcloud.co.uk/> to book your appointment/s. (A short guide on how to make appointments is included overleaf).

If you cannot access the platform, you will need to register your account with **your full name**. For safeguarding and security it is important that the format of both matches the computer records in school. The system uses information from the school office computer system and slight differences in data might cause problems with you logging on so please take care when registering.

If you do not have access to the internet or any other problems arise, please contact the school office who will be happy to arrange an appointment on your behalf.

Woodnewton – a learning community is always striving to improve and we take your view seriously.

We look forward to seeing you during the remote appointments and the celebration evening.

Yours faithfully,

Adam Palmer, Deputy Headteacher

Parents' Guide for Booking Appointments

Browse to <https://woodnewtonalc.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: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

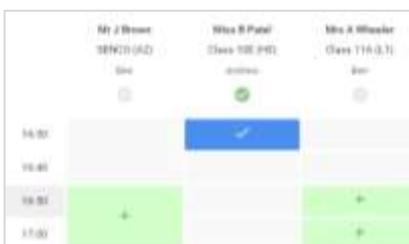


Teacher	Student	Subject	Room
Mr J Brown	Sam	English	101
Mrs A Wheeler	Sam	Mathematics	102
Mrs A Wheeler	Sam	French	103

Step 5a (Automatic): Book Appointments

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 5b).



Step 5b (Manual): 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.



Date	Time	Teacher	Subject	Room
16/03	14:30	Mr J Brown	English	101
16/03	15:00	Mrs A Wheeler	Mathematics	102
16/03	15:30	Mrs A Wheeler	French	103

Step 6: 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*.