



Year 11 Virtual Consultation Evening: Thursday 20th October 2022

Dear Parents/Carers,

The first Year 11 Consultation Evening of this academic year will be held virtually on **Thursday 20th October 2022** from 4pm to 7pm. The second evening on 19th January will be face-to-face in school.

Please see the guidance below for how to book appointments for 20th October and attend the meetings virtually. The system will be open between **7pm on 12th October** and **7pm on 19th October** for you to make appointments.

Parents' Guide for Booking Appointments

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

WELCOME TO THE WOKING HIGH SCHOOL 'VIRTUAL BOOKING SYSTEM'. APPPOINTMENTS WILL BE SENT TO THE EMAIL ADDRESS YOU PROVIDE. PLEASE CONFIRM YOUR EMAIL ADDRESS BY CLICKING THE 'CONFIRM EMAIL' BUTTON. IF YOU DO NOT RECEIVE AN EMAIL, PLEASE CHECK YOUR SPAM FOLDER. IF YOU DO NOT RECEIVE AN EMAIL, PLEASE CONTACT THE SCHOOL OFFICE ON 01483 888447. IF YOU ARE A PARENT OF A CHILD WITH A SPECIAL EDUCATIONAL NEEDS STATEMENT, PLEASE CONTACT THE SCHOOL OFFICE ON 01483 888447. IF YOU ARE A PARENT OF A CHILD WITH A SPECIAL EDUCATIONAL NEEDS STATEMENT, PLEASE CONTACT THE SCHOOL OFFICE ON 01483 888447.

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



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

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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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 McNamara	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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input type="checkbox"/>		<input type="checkbox"/>
17:00	<input type="checkbox"/>		<input type="checkbox"/>

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
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.

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*.

There is now functionality where you can give one other parent/carer access to join your video appointments in respect of each student linked to you. You can grant this access at the time of booking, or later if required.

This link explains in more detail how to access the video call on the evening itself and to invite another parent/carer:

[How to access the video call](#)

As communication between the school and parents is a very important aspect of ensuring students' success in their studies, we are looking forward to welcoming all of you to this virtual Year 11 Consultation Evening.

Should you have any issues booking appointments, please refer to the extensive Help documents on the Schoolcloud website <https://support.parentseveningsystem.co.uk/>. Please email mconde@wokinghigh.surrey.sch.uk if you still have problems.

Yours sincerely,

Dr L Downie
Head of Year 11