



## Year 7 Consultation Evening – In Person on Thursday 3<sup>rd</sup> November 2022

Dear Parents/Carers,

We are pleased to inform you that the first Year 7 Consultation Evening, which will be held in person, is on **Thursday 3<sup>rd</sup> November 2022** from **4.30pm to 7.30pm**. This evening is an opportunity to get to know the subject teachers, find out how your child has settled into their studies and to ask any subject-related questions that you may have.

Please see the guidance below for how to book appointments online. The booking system will be open between **7pm on 27<sup>th</sup> October until 7pm on 2<sup>nd</sup> November**.

Due to the sheer number of students some staff teach, there are occasions when a particular member of staff may not be able to see every parent/carer of the students they teach and they may have to discuss a student's progress by telephone or email, if time does not allow for all appointment requests to be scheduled on the evening. Please contact Miss Bartlett or the member of staff directly if you cannot get an appointment on the day, but would like feedback.

Should you have any issues booking appointments, please refer to the Help documents on the Schoolcloud website <https://support.parenteveningsystem.co.uk/> or please email [mconde@wokinghigh.surrey.sch.uk](mailto:mconde@wokinghigh.surrey.sch.uk).

Please note, parking will be available in the rear car park only via the Horsell Rise entrance. The front pedestrian gate will be open for all visitors from 4.15pm. Please park considerately if on the nearby residential roads. Upon arrival, please sign in at Reception.

As communication between the school and parents/carers is a very important aspect of ensuring students' success in their studies, we are looking forward to welcoming all of you to this Year 7 Consultation Evening. If, however, you are unable to attend, please let us know via the online booking system or email me at [jbartlett@wokinghigh.surrey.sch.uk](mailto:jbartlett@wokinghigh.surrey.sch.uk).

We would welcome your feedback on the evening using the QR code which will be available in school.

Yours sincerely,

**Miss J Bartlett**  
**Head of Year 7**

## Parents' Guide for Booking Appointments

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

\*Please note that the Schoolcloud system is a booking system. It is not a calendar. Please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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 the event? 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

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.

01/20 - Press continue your appointments within 2 minutes

### 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 E6
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 (HS) 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 Tuesday, 14th September  
 2 appointments from 16:15 to 16:45 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 Monday, 13th September  
 2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September  
 2 appointments from 15:00 to 15:45 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*.