



Year 9 Consultation Evening – In Person: Thursday 23rd March 2023

Dear Parents/Carers,

We are pleased to inform you that the in-person Year 9 Consultation Evening is on **Thursday 23rd March 2023** from **4.30pm to 7.30pm**.

This evening is an opportunity to find out how your son/daughter has progressed with their studies, prior to choosing their Options. You will also have the opportunity to make appointments with Mrs Abbs-Rowe, who runs the Options process. We are delighted that Ms Milne from Innervate will be joining us. Ms Milne is a trained Careers Advisor working on behalf of Innervate, the school careers provider, and both she and Mrs Abbs-Rowe are offering appointments to discuss anything to do with option choices /careers/future pathways. We encourage our students to attend with you.

Please see the guidance below for how to book appointments online. The booking system will be open between **7pm on 15th until 7pm on 22nd March**. If your child has the same teacher for more than one subject, please book one appointment only with that teacher and they can give feedback on the relevant subjects.

Due to the sheer number of students taught by some staff, there are occasions when a particular teacher may not be able to see every parent/carer of the students they teach. 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 the member of staff directly if you cannot get an appointment on the day and would like feedback.

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

Please note, there will be no parking available onsite. The front pedestrian gate will be open for all visitors from 4.15pm, ready for the first appointment at 4.30pm. Please park considerately if on the nearby residential roads. The rear gate will be locked.

Upon arrival, please check in at the Main Reception using the QR code on display or with one of our Year 11 students. Teachers will then meet with you either in the main hall or one of the ground floor rooms in the main block. Light refreshments will be available to purchase on the evening.

We reviewed the feedback from parents/carers after our first few in-person Consultation Evenings this academic year and have made a few adjustments to proceedings. We welcome your feedback on the evening using the QR code which will be available in school on the day.

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 9 Consultation Evening. If, however, you are unable to attend, please let us know via the online booking system, where you can also request feedback, or email me at bgoosen@wokinghigh.surrey.sch.uk.

Yours sincerely,

Mr B Goosen
Head of Year 8

Parents' Guide for Booking Appointments

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

Welcome to the school's new parent booking system. Appointments can be managed via email from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbo4@gmail.com | Confirm Email: rabbo4@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

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.

01/20 Please confirm 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 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) 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.

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 Video call
2 appointments from 16:00 to 16:45

September Parents Evening Monday, 13th September In-person
2 appointments from 15:00 to 15:45

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*.