

18th January 2024

Dear Families

Year 9 Options Evening

As we approach a pivotal stage in your child's academic journey, I am writing to inform you about our upcoming Year 9 Options Evening event.

This event, scheduled for **Thurday 1**st **February 2024** from **4 – 6.30pm**, is designed to provide you with guidance and support as your child navigates the crucial decision making process regarding their Key Stage 4 subjects.

The Options Evening comprises two essential components. Firstly, we are offering the opportunity to book a five-minute slot with your child's teachers in Maths, English and Science. This will provide a platform for you to discuss your child's progress. In addition to these slots, there will be an opportunity for you to learn about the subjects available at Key Stage 4. This aspect of the evening enables you to visit teachers, explore the options available and gather information that will assist your child in making informed decisions about their academic path.

In order to book appointments with your child's Maths, English and Science teacher, we will use our online appointment booking system, SchoolCloud. This allows you to choose your own appointment times and you will receive an email to confirm them. Please note, bookings will last 5-minutes and are available on a first-comefirst-served basis.

Please visit https://thewellsacademy.schoolcloud.co.uk/ to book your appointments. A short guide on how to add appointments is below. You will need the following information to login:

- Parent title and Surname
- Your child's First Name, Surname and Date of Birth

If you are unable to make appointments using the online system, please contact the academy office for advice on (0115) 748 3390 or email admin@thewellsacademy.org

I look forward to seeing you at this event.

Yours sincerely

Mr G Coles **Principal**



















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Family Guide for Booking Appointments

Browse to https://thewellsacademy.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



Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



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.













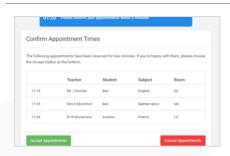


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Step 6: Book Appointments (Automatic)

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.



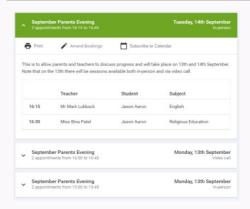
Step 7: Book Appointments

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.



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.















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