



INTEGRITY • RESILIENCE • AMBITION

2nd May 2024

Dear Families

Year 7 Parents' Evening

Our Year 7 Parents' Evening will take place on **Thursday 16th May 2024** from **4** – **6.25pm**. The evening will provide you with the opportunity to meet with your child's subject teacher in person to discuss the progress they have made this year.

In order to book appointments with your child's teachers, 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-come-first-served basis.

Please visit <u>https://thewellsacademy.schoolcloud.co.uk/</u> 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 <u>admin@thewellsacademy.org</u>

I look forward to seeing you at this event.

Yours sincerely

Mr G Coles Principal



The Wells Academy | Nottingham | NG3 5LR

0115 7483390

Principal Mr G Coles











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Family Guide for Booking Appointments

Browse to https://thewellsacademy.schoolcloud.co.uk/

| Title | First Name | | Sum | sme | |
|-------------------|------------|---------|-------------------|---------------|--|
| Mrs • | Rachael | | Abbot | | |
| Email | | | Confirm Email | | |
| rabbol4@gmail.com | | | rabbol4@gmail.com | | |
| itudent's D | etails | Surname | | Date Of Birth | |
| | | Surname | | Date Of Birth | |

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

Public

This is to allow parents and teachers to discus 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.



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: Select Availability

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

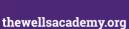
| If ther | e is a teacher you do n | ot wish to | see, please untick them | before you continue. |
|---------|-------------------------|------------|-------------------------|----------------------|
| Ben | Abbot | | | |
| | Mr J Brown | | Mrs A Wheeler | |
| - | SENCO | | Class 11A | |
| | | | | |

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.

info@thewellsacademy.org

The Wells Academy | Nottingham | NG3 5LR



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@TheWellsAcademy

Principal Mr G Coles





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| | pointments have been res n at the bottom. | erved for two min | utes. If you're happy wi | th them, please choose |
|-----------------|--|-------------------|--------------------------|------------------------|
| te Accept butto | n at the bottom. | | | |
| | Teacher | Student | Subject | Room |
| 17:10 | Mr J Sinclair | Ben | English | Eő |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr.R.Mcnamara | Andrew | French | L4 |
| 7:25 | Mr J Sinclair Mrs D Mumford | Ben Ben | English Mathematics | E6 M2 |

Public

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.

| | per Parents Evening ments from 16:15 to 16:45 | Tuesday, 14th September | |
|-------|---|-------------------------|--|
| Print | 🖍 Amend Bookings | Subscribe to C | alendar |
| | v parents and teachers to discu te 13th there will be sessions a | | e place on 13th and 14th September. and via video call. |
| | Teacher | Student | Subject |
| 16:15 | Mr Mark Lubbock | Jason Aaron | English |
| 16:30 | Miss Bina Patel | Jason Aaron | Religious Education |
| | per Parents Evening ments from 16:00 to 16:45 | | Monday, 13th September Video cal |
| | per Parents Evening ments from 15:00 to 15:45 | | Monday, 13th September |

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.

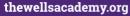
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