

**THE WELLS ACADEMY**

INTEGRITY • RESILIENCE • AMBITION

2<sup>nd</sup> May 2024

Dear Families

**Year 7 Parents' Evening**

Our Year 7 Parents' Evening will take place on **Thursday 16<sup>th</sup> 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 <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](mailto:admin@thewellsacademy.org)

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

[info@thewellsacademy.org](mailto:info@thewellsacademy.org)[thewellsacademy.org](http://thewellsacademy.org)

@TheWellsAcademy



TheWellsAcademy



# THE WELLS ACADEMY

INTEGRITY • RESILIENCE • AMBITION

## Family Guide for Booking Appointments

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

**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**

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.



The Wells Academy | Nottingham | NG3 5LR



0115 7483390



Principal Mr G Coles



[info@thewellsacademy.org](mailto:info@thewellsacademy.org)



[thewellsacademy.org](http://thewellsacademy.org)



@TheWellsAcademy



TheWellsAcademy



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 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 (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

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*.

