



19th September 2024

Dear Families

Year 7 Settling-In Evening

Our Year 7 Settling-In Evening will take place on **Thursday 3rd October 2024** from **4pm to 6.30pm**. The evening will provide you the opportunity to meet with your child's form tutor in person to discuss the progress they have made this year. Our Head of Year 7, Ms Halliday and Assistant Principal responsible for Key Stage 3, Ms Bailey will also be present along with members of the Senior Leadership Team.

In order to book appointments with your child's form tutor, 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

I look forward to seeing you at this event.

Yours sincerely

Mr G Coles
Principal



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

Timeline: 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.

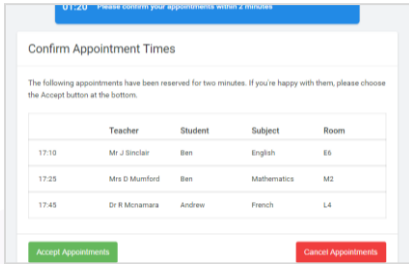
Ben Abbot

- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

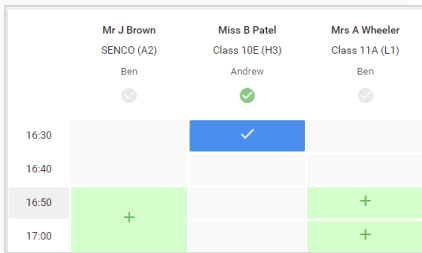
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.



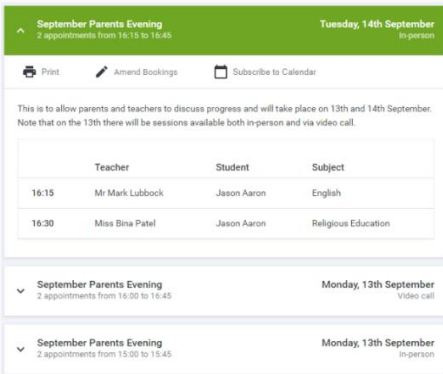
Step 7: Book Appointments

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*.