



September 2020

Year 7 Virtual Transition Evening
Monday 21st September 2020- 6.30-8pm

Dear Parent/Carer,

We hope that your child has settled in well to Wood Green and is enjoying their first few weeks in High School. Although the situation is not ideal and not what we would wish for for our students, we are pleased that everyone is now back at school and that we have met Year 7! We have had to make some minor changes regarding staffing which were unavoidable and hopefully you have appreciated that in such turbulent times these things happen.

As we missed the opportunity to meet you and you meet us in July, we would like to invite you to a Virtual Transition Evening on Monday September 21st from 6.30-8pm. This will allow you to have an appointment with your child's Form Tutor and discuss how they have settled in. A full Year 7 Progress Evening, where you can meet your child's subject teachers, will take place on Tuesday 10th November from 4.30-6.30pm.

If you wish to book a time to meet your child's Form Tutor online, please go to:

<https://woodgreenacademy.schoolcloud.co.uk/>

Instructions on how to use the booking systems are on the next page of this letter.

In the meantime if you have any questions or concerns regarding any issues please do not hesitate to contact Miss. Donaghie (Year leader), Mr. Cavell (student Support Manager) or myself.

Yours sincerely

Mrs. J C Bailey
Deputy Head
Safeguarding and Student Welfare

Parents' Guide for Booking Appointments

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

The screenshot shows a form with two sections. The first section, 'Your Details', has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The second section, 'Student's Details', has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom left.

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointment will be sent to the email address you provide.

The screenshot shows a green header 'Parents' Evening'. Below it, there is a text box explaining the purpose of the evening. To the right, there is a section 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' below it. At the bottom, there is a link '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*.

The screenshot shows a form titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. Below 'Automatic' is the text 'Automatically book the best possible times based on your availability'. Below 'Manual' is the text 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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 time to book with the teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class T1A
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Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 the teacher during the time you are able to attend, you can either adjust the teacher you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊘	✓	⊘
16:40		✓	
16:50	+		+
17:00	+		+

Step 5b (Manual): 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.

Once you're finished booking your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

Time	Teacher	Subject	Subject	Room
15:00	Mr. J. Brown	Maths	Maths	10
15:15	Mr. J. Brown	Maths	Maths	10
15:30	Mr. J. Brown	Maths	Maths	10
15:45	Mr. J. Brown	Maths	Maths	10
16:00	Mr. J. Brown	Maths	Maths	10

Step 6: Finished

Your booking will 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 appointment, click on *Amend Bookings*.