



September 2021

Year 7 Virtual Transition Evening
Thursday 23rd September 2021- 4.30-6.30pm

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. We are pleased that everyone is now back at school and that we have met Year 7!

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 Thursday September 23rd from 4.30-6.30pm. 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 Thursday 11th 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.

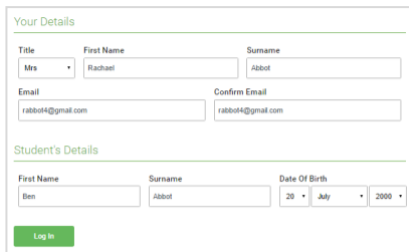
In the meantime, if you have any questions or concerns regarding any issues, please do not hesitate to contact Mr. Heeley (Year Leader), Mrs. Yates (Welfare Manager) or myself.

Yours Sincerely,

Mrs. J C Wood
Deputy Head
Safeguarding and Student Welfare

Parents' Guide for Booking Appointments

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

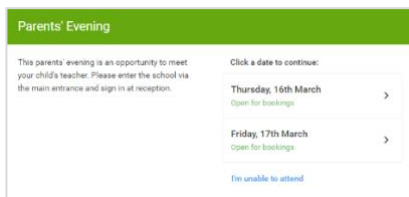


The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), 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 appointments will be sent to the email address you provide.

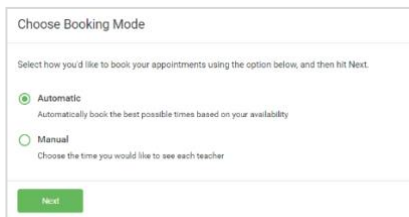


The screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a paragraph of text, and a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow and a link to 'Open for bookings'. A link 'I'm unable to attend' is at the bottom.

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 'Choose Booking Mode' screen. It includes a title, a paragraph of text, and two radio button options: 'Automatic' (selected) and 'Manual'. 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 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

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 11A
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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 teachers you'd like to book appointments 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	E6
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 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 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H5) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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 all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: 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*.