



WOLVERHAMPTON CITY COUNCIL
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW
Telephone: (01902) 556350 Email: office@wodensfield.org
Headteacher: Mrs. S. Walker

Date: 31st January 2025

Dear Parents and Carers,

Re: Spring Parents Evening – Online Booking Information

We are holding a face-to-face parents evening on Thursday 27th February 2025; appointments are available between 3:30pm and 7:30pm (the last appointment will be 7:22pm). For Nursery children, there will be an additional date to accommodate numbers, this will be on Wednesday 26th February 2025 from 3:45pm to 5pm.

Meetings will take place in your child's classroom, where you will also be able to view their books. Please also take time to look at the work on the classroom and corridor displays. In order to have an informed conversation, you will receive a mid-term report on Tuesday 25th February 2025. This will also contain a copy of your child's attendance record for this academic year, to date. A feedback form will be included with your child's report, we would appreciate you completing this and returning to your child's class teacher.

You can book your parent consultation via the following link: <https://wodensfield.schoolcloud.co.uk/>

You will need your first name, surname and email address – **these details must match what we hold in our Sims database**. Please contact the school office if you are experiencing difficulties logging in. You will be able to view and amend your booking via the same system. A short guide on how to add appointments is included with this letter.

Bookings go live on Monday 3rd February 2025 at 4:30pm and will remain open until Thursday 27th February 2025, where the system will close at 8am. For Nursery children, the system will close on Wednesday 26th February 2025 at 8am.

If you have any urgent issues that the class teacher cannot assist with, then the Senior Leadership Team will be visible around site throughout the evening and available to meet with you.

Please try and adhere to your booked time. Accommodating and giving equal time to all parents is important to us. If more time is required, we can book one-to-one sessions for another agreeable time and date.

We look forward to seeing you for parents evening and speaking with you about your child's achievements.

Kind Regards,

Mrs S. Walker
Headteacher



Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and a Confirm Email field. The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and 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.

The screenshot shows a screen titled 'September Parents Evening'. It contains a green header, a paragraph of text explaining the event, and a section titled 'Click a date to continue'. This section lists two dates: 'Monday, 13th September' (In-person & video call) and 'Tuesday, 14th September' (In-person). Each date has a right-pointing arrow and a link to 'Open for bookings'. At the bottom, there is a link that says '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 screen titled 'Choose Booking Mode'. It asks the user to 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext '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 times to book with each teacher, choose *Manual*.

Then press *Next*.

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

The screenshot shows a screen titled 'Choose Teachers'. It asks the user to 'Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.' Below this is a section 'Choose earliest and latest times' with a horizontal time slider. The slider has markers at 14:00, 14:36, 15:24, 16:12, and 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

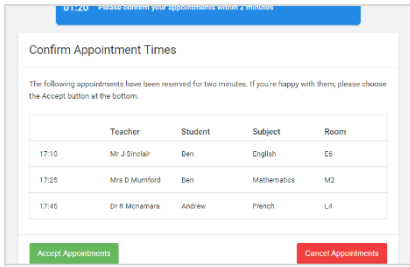
Step 4: Select Availability

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

The screenshot shows a screen titled 'Choose Teachers'. It asks the user to 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this, the name 'Ben Abbot' is listed. There are two checkboxes, both of which are checked: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). A green 'Continue to Book Appointments' button is at the bottom.

Step 5: Choose Teachers

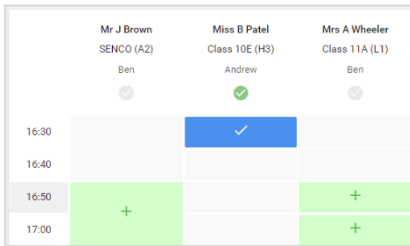
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.

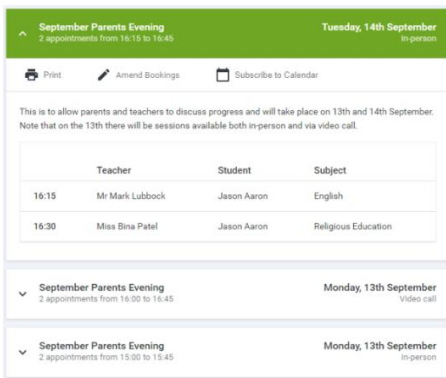


Step 7: Book Appointments

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.

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*.