



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

Date: 23rd February 2024

Dear Parents and Carers,

Re: Spring Parents Evening – Online Booking Information

We are holding a face-to-face parents evening on Thursday 21st March 2024; 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 20th March 2024 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 Wednesday 20th March 2024. 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.

Mrs Taylor-Ward, SENCo, will be offering appointments across several dates prior to the parent consultation evening. This opportunity is offered to parents of children with additional needs or those who have an individual support plan, who would like to meet to discuss their child's progress and talk over any queries / concerns they may have. This is not compulsory and is in addition to the appointment with 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 today (Friday 23rd February 2024) at 4:30pm and will remain open until Thursday 21st March 2024, where the system will close at 8am. For Nursery children, the system will close on Wednesday 20th March 2024 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.

Please note, the school will be closed to all children on Friday 22nd March for staff training.

Kind Regards,

Mrs S. Walker
Headteacher



Parents' Guide for Booking Appointments

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

Welcome to the 'Screen Money Parents Evening Booking System'. Appointments can be arranged for a book from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail.com		rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	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

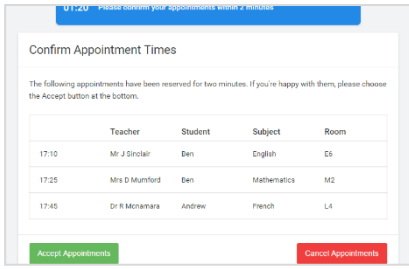
- Mr J Brown
SENCO
- Mrs A Wheeler
Class 11A

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.

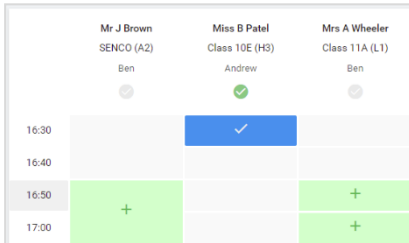




Step 6: Book Appointments (Automatic)

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.

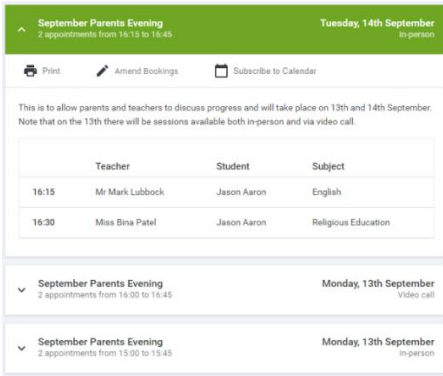


Step 7: Book Appointments

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*.

