

Parents' Guide for Booking Appointments

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

Parent Login Code: 0111 1545
Student Date Of Birth: 20 July 2000
Email: rabbot4@gmail.com
Confirm Email: rabbot4@gmail.com
Log In

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 on the letter. If this email is not correct please inform school immediately.

Enter your unique login code shared by the school.

Parents' Evening
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.
Click a date to continue:
Thursday, 16th March
Friday, 17th March
I'm unable to attend

Step 2: Select Parents' Evening

Click on the date.

If you can't make the date, 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
Manual

Step 3: Select Booking Mode

To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

It is recommended to choose automatic booking mode if 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
Mr J Brown
Mrs A Wheeler
Continue to Book Appointments

Step 4: Choose Teachers

This will be your child's form tutor.

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.
Table with columns: Teacher, Student, Subject, Room
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 (A2), Miss B Patel (H3), Mrs A Wheeler (L1)
Grid showing time slots (16:30-17:00) and teacher availability with a blue checkmark in the 16:30 slot for Miss B Patel.

Step 5b (Manual): Book Appointments

Click a green cell to make an appointment. Grey cells are unavailable slots.

You can optionally leave a message for the teacher, if there is something specific you would like to discuss, please detail it here.

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

Step 6: Finished
Your booking will now appear on the My Bookings page. An email confirmation will be sent and you can also print your appointment by pressing *Print*.

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To change your appointment, click on *Amend Bookings*.

On the day of the Form Tutor Evening an email will be sent to you. You will need to login, via Step 1, to access your video call. Please do not be late for this appointment as Form Tutors will be following a strict schedule which will not allow them to speak for longer than your allotted time.