

17 January 2022

Dear Parent/Carer,

Y9 Online Performance Review Evening - Appointment Booking for Video Calls

I would like to invite you to attend our Online 'School Cloud' Y9 Parents Evening, 4 – 6.30pm on Thursday 20th January 2022. This is an extremely important evening and provides you with an opportunity to discuss your son/daughter's progress, targets for the future and attitude to learning, it is also an opportunity to discuss the suitability of courses that are offered through guided choices (GCSE options) with subject specific staff. All information regarding guided choices will be sent home and available on the website week beginning 17th January 2022.

We introduced this new and easy to use School Cloud platform, online video call and appointment booking system, last year. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 7am on Friday 14th January and will close on Thursday 20th January at 3.00pm. Then you will just need to log on to our dedicated dashboard from 4pm on Thursday 20th January where you will be able to speak, via video call to the teachers of your son/daughter regarding their current attainment. Please note that appointments and video calls can be made on your mobile phone. You do not require a laptop/computer.

Please visit https://childwall.schoolcloud.co.uk/ to book your appointments. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

- Parental salutation, first name and surname (using the **primary contact** we have on the school system, it must be exactly the same)
- Student's First Name, Surname and Date of Birth (as it is on the school registration system) If you have any issues with logging on please contact ICT.SUPPORTTeam@childwallssa.org

For pastoral or welfare concerns please contact; o.mellotte@childwallssa.org (Head of Year 9)

i.backhouse@childwallssa.org (Head of KS 3)

For issues regarding SEND; e.wylie@childwallssa.org or k.mcshane@childwallssa.org

Yours sincerely

Mr J. Backhouse Head of Key Stage 3

Parents' Guide for Booking Appointments

Browse to https://childwall.schoolcloud.co.uk/



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.



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.



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.



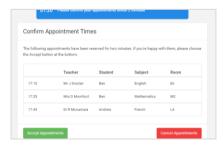
Step 4: Select Availability

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



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.



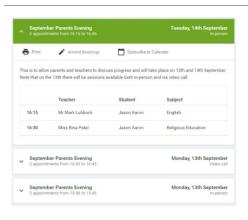
Step 7: Book Appointments

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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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*.

For assistance making your video calls use the following link;

 $\underline{https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-ca}$