



Ysgol Uwchradd **Whitmore** High School

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18 January 2022

Dear Parent/Guardian

**Year 9 Parents' Evening Thursday 27<sup>th</sup> January 2022 - Online Appointment Booking/Video Appointments**

I would like to invite you to attend our Parents' Evening on 27<sup>th</sup> January 2022. This is an important evening and provides you with an opportunity to meet your son/daughter's subject teachers.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system.

Appointments can be made from 9:00am on Friday 21<sup>st</sup> January and will close at 12pm on Wednesday 26<sup>th</sup> January. Should you wish to make any changes after this date please contact the school office.

Please visit <https://whitmorehigh.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:

- Your details
- Student's First Name
- Student's Surname
- Students Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

**Please note if your child is taught by multiple teachers for the same subject please select one appointment only.**

Yours sincerely

Mr I Robinson  
Head of School

# Parents' Guide for Booking Appointments

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

WARNING! For the "SEND ONLY" parents' evening booking system, appointments can be withdrawn. We will email you the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email

rabbot4@gmail.com	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.

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  
[Open for bookings](#)
- Friday, 17th March  
[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.

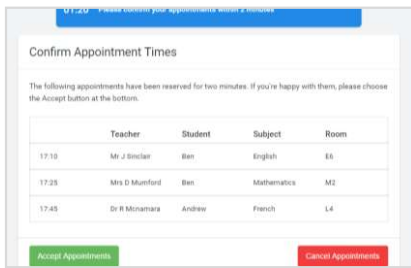
Ben Abbot

<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 5: Choose Teachers

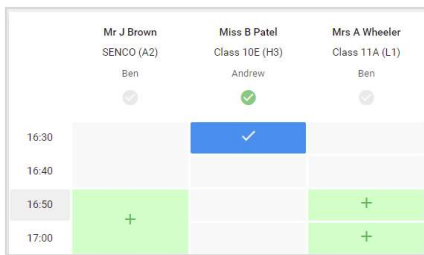
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



### 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*.

## How to attend appointments over video call

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:  
**iPhone/iPad:** Safari, Chrome **Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use a different device.**  
**Android:** Chrome, Firefox or the Samsung Browser  
**Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))  
**Mac:** Safari, Chrome or Firefox  
**Linux:** Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

1. Log in and go to the Evening

On the day of the video appointments (or before, if you want to test your camera and microphone, etc) login to Parents Evening at the usual web address for your school, or click the login link from the bottom of the email confirmation you will have received.

At the top of the page you will see a **blue notice** telling you that you have upcoming video appointments, as well as a "*click here*" link which allows you to check that your internet connection and device can successfully connect to a video call.

The green *Join Video Appointments* button allows you to join your appointment on the day - or to test your camera/microphone at any time.



You have upcoming appointments which take place by video instead of in-person.

## Video Appointments

Press the button below to access the video call or [click here](#) to test your connection prior to the start of your next appointment on 12/09/2021.

Join Video Appointments