



# Together As One

EXCEEDING EXPECTATIONS

The Khalsa Academy Wolverhampton

KVI - Khalsa Sixth

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30 November 2021

Dear Parents/Carers,

## Virtual Parents' Evening Thursday 9<sup>th</sup> December- Online Appointment Booking

I hope this letter finds you well. I am writing to provide you with information regarding our plans for the Year 10 Parents' Evenings this academic year. Unfortunately, our usual face to face approach is not viable. We have therefore decided to use an online package called 'School Cloud' which allows parents to book an appointment with staff online and meet virtually via video conferencing.

We are providing all Year 10 parents with the opportunity to book appointments with their subject teachers for Thursday 9<sup>th</sup> December 2021. This will allow you to have a 3-minute video call with each teacher in order to discuss the attainment, progress and attitude towards your child's learning within each subject area. Please note this **ONLINE** Parents Evening will run from 4PM to 6PM.

Our online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Attached to this letter are instructions for you on how to book your appointment. The booking system will open on **1<sup>st</sup> December** and will close on **8<sup>th</sup> December at 10AM**.

Please visit <https://tkaw.schoolcloud.co.uk> or scan the QR code below to book your appointments (a short guide on how to add appointments is included with this letter).

Thank you for your continued support of the school.

Yours Faithfully,

Mr Manan Mirza  
Vice Principal  
The Khalsa Academy Wolverhampton



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Browse to <https://tkaw.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 Parents Evening Date 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 next available appointment based on the times you're available to attend.  
To pick the appointment time yourself, choose Manual. Then press Next.

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

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monama	Andrew	French	L4

'Accept Appointments' and 'Cancel Appointments' buttons are at the bottom.

### Step 5a (Automatic): Book Appointments

If you choose the automatic booking mode, you'll see a provisional appointment which is held for 2 minutes. To keep this, choose Accept at the bottom left.

If it wasn't possible to book an appropriate appointment during the times you are able to attend, you can switch to manual booking mode (Step 5b).

### Step 5b (Manual): 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 your appointment, at the top of the page in the alert box, press *click here* to finish the booking process.

### Step 6: Finished

Your booking will 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 appointment, click on *Amend Bookings*.