



## THE WESTLEIGH SCHOOL

Aspiring & Achieving Together

**HEADTEACHER:** MR CARLTON BRAMWELL *BEd (Hons), MSc, NPQH*

February 2022

Dear Parent/Carer

### **Parents and Options Evening – Thursday 10 February, 4.00pm-7.00pm**

I am pleased to invite you to attend our Y9 parents and options evening on **Thursday 10 February 2022**, commencing at 4.00pm.

When you arrive for the evening, you will receive a copy of your child's current data sheet, which will give an overview of progress in each subject. You will have the opportunity to discuss your child's attendance and attitude to learning with their Form Tutor as well as discuss option choices and the options process with subject teachers. To ensure that you are fully informed of your child's next steps.

The parents evening will be at school although we will be using an online appointment booking system. This allows you to choose your own appointment times with each teacher and you will receive an email confirming your appointments.

Appointments can be made from **Thursday 3 February 2022** and will close on **Wednesday 9 February at 3.00pm**. Should you wish to make any changes after this time please contact the school office.

Appointments are available to book with Miss Johnson, Assistant Headteacher, SENCO should you have any SEND related queries. Your child's Head of Year will be available on the evening to support if you have any questions for them.

Please go to <https://westleigh.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included on the back of this letter).

If you do not have access to the internet, please contact the school office who will be able to arrange an alternative.

**We politely request that masks are worn during appointments in line with government guidance.**

Yours sincerely

Paul Lamoury  
**Deputy Headteacher**



# Parents' Guide for Booking Appointments

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

**Your Details**

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

**Student's Details**

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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 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**

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

**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.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McManara	Andrew	French	L4

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).

**Manual Booking Grid**

Time	Mr J Brown (SENCO (A2))	Miss B Patel (Class 10E (HS))	Mrs A Wheeler (Class 11A (L1))
16:30	○	✓	○
16:40			
16:50	+		+
17:00			+

## 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 all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**My Bookings**

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mumford	Ben	Maths	M2
Dr R McManara	Andrew	French	L4
Mr J Brown	Ben	English	E6
Mrs A Wheeler	Ben	Maths	M2

Print | Subscribe to Calendar

## Step 6: 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*.