



WILLIAM HARDING SCHOOL  
Aim high... Work hard... Be kind...

## WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH

20 May 2022

Dear parents and families of Cliveden class,

As you know Mrs Joseph has recently joined us at William Harding School and we have given her some time to settle into class and get to know the children. I am delighted to inform you that she will be conducting the parent consultations for Cliveden class on Tuesday, Wednesday and Thursday of w/c 6th June, 3.40pm - 5.40pm. The appointments will be open for booking on Friday 20<sup>th</sup> May at 4pm.

Please visit <https://whcs.parentseveningsystem.co.uk/> to book your appointments.. You can now also access the login via the Gateway App.

Login with the following information:

Your own title, forename and surname

Your child's first name

Your child's surname

Your child's date of birth

### How to attend appointments

Please use the link below for a guide on 'how to attend appointments over video call':

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please see a detailed guide below to help you with the booking process on the next page.

Yours sincerely

Mr Stallwood

Year 5 and 6 Assistant Headteacher

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.



# Parents' Guide for Booking Appointments

Browse to <https://whcs.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: 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.

## 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).

## 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.

## 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*.

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