



WOLVERHAMPTON CITY COUNCIL  
Woden Avenue, Wednesfield, Wolverhampton WV11 1PW  
Telephone: (01902) 556350 Email: [office@wodensfield.org](mailto:office@wodensfield.org)  
**Headteacher: Mrs. S. Walker**

Date: 7<sup>th</sup> October 2024

Dear Parents and Carers,

**Re: Autumn Parents Evening – Online Booking Information**

We are holding a face-to-face parents evening on Thursday 24<sup>th</sup> October 2024; appointments are available between 3:30pm and 7:30pm (the last appointment will be 7:22pm). Meetings will take place in your child’s classroom, where you will also be able to view their English, Maths and Science books. Please also take time to look at the work on the classroom and corridor displays.

You can book your parent consultation via the following link: <https://wodensfield.schoolcloud.co.uk/>

You will need your first name, surname and email address – **these details must match what we hold in our Sims database**. Please contact the school office via [office@wodensfield.org](mailto:office@wodensfield.org) if you are experiencing difficulties logging in. You will be able to view and amend your booking via the same system. A short guide on how to add appointments is included with this letter.

Bookings go live today (Monday 7<sup>th</sup> October 2024) at 4:30pm and will remain open until Thursday 24<sup>th</sup> October 2024 at 8:00am, where the system will close.

If you have any urgent issues that the class teacher cannot assist with, then the Senior Leadership Team and SENCo will be visible around site throughout the evening and available to meet with you.

Please try and adhere to your booked time. Accommodating and giving equal time to all parents is important to us. If more time is required, we can book one-to-one sessions for another agreeable time and date.

There is also the opportunity to visit our Book Fair in the Junior Hall whilst you are in school. There are lots of super books available to purchase and the school also benefits from every book sold.

We look forward to seeing you for parents evening and speaking with you about your child’s achievements.

Kind Regards,

Mrs S. Walker  
**Headteacher**



# Parents' Guide for Booking Appointments

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

WELCOME to the 'shortest possible parents' evening booking system' appointments can be attended via a link from the email confirmation - please ensure your email address is correct.

**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

## 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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September  
In-person & video call  
Open for bookings
- Tuesday, 14th September  
In-person  
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.

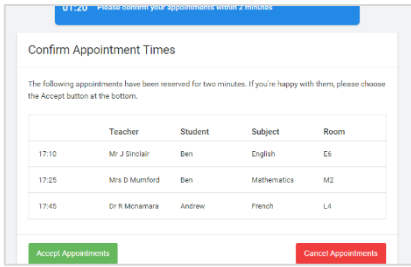
Ben Abbot

- Mr J Brown (SEND)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 5: Choose Teachers

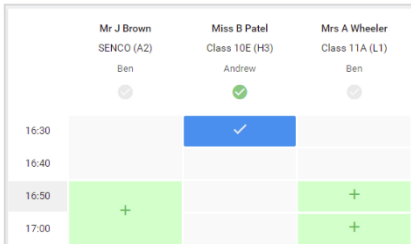
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



## 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.

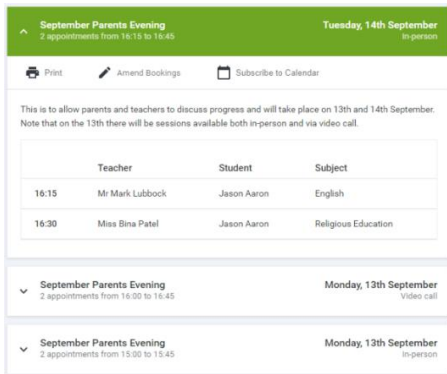


## Step 7: Book Appointments

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.

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*.