



## Woodside High School

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Dear Parent/Carer

### Year 8 parents/carers evening

You are warmly invited to attend the Year 8 Parent/Carers' Evening on Tuesday 7<sup>th</sup> December 2021. The event will begin at 3:00pm and finish at 6.00pm in the sports hall.

We have decided to hold this event in person as we are conscious of the extended periods of time that parents have not met teachers face to face. On the evening we also will have resources to give out and opportunities for parents to look at some of our literacy and numeracy online resources.

We encourage families to take a Lateral Flow test before attending and there are options for you to wear a face mask. The event will take place in the sports hall to ensure wider spacing.

To make the evening more efficient and prevent unnecessary waiting, parents and carers will need to book all appointments before attending.

***It will not be possible to make appointments on the day of the Parent/Carers' Evening.***

To make an appointment please see the Online 'How to' guide attached.

The link in the text received will take you to your child's class teachers and enable you to make the specific bookings.

Appointments will last 5 minutes. Refreshments will be available throughout the evening.

We very much look forward to seeing you.

Yours sincerely

Sophie Rose  
Head of Year

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Head Teacher: Ms Angela Wallace



# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs, First Name: Rachel, Surname: Abbott

Email: r.abbott@gmail.com, Confirm Email: r.abbott@gmail.com

**Student's Details**

First Name: Elin, Surname: Abbott, Date Of Birth: 23 July 2005

## 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**

Click a date to continue

- Monday, 12th September (open for bookings)
- Tuesday, 14th September (open for bookings)
- It's 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**

Automatic (selected): Automatically book the best possible times based on your availability

Manual: Choose the times 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**

Choose earliest and latest times

14:00 14:30 15:00 15:30 16:00 16:30 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**

Ben Abbott

- Mr J Brown (SEN2)
- Mrs A Wheeler (Dish 117)

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.

**Confirm Appointment Times**

	Teacher	Student	Subject	Room
17:10	Mr J. Bowler	Ben	English	E6
17:25	Mr D. Mumford	Ben	Mathematics	M2
17:45	Dr B. Montrose	Andrew	French	L4

Accept Appointments / Cancel Appointments

## 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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## 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.

September Parents Evening			Tuesday, 14th September
<a href="#">Print</a> <a href="#">Amend Bookings</a> <a href="#">Subscribe to Calendar</a>			
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.			
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening <small>2 appointments from 16:00 to 16:45</small>			Monday, 13th September <small>Video call</small>
September Parents Evening <small>2 appointments from 15:00 to 15:45</small>			Monday, 13th September <small>In person</small>

## 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*.