

Parent/Carer Guide for Booking Appointments

<https://whitcliffemount.schoolcloud.co.uk/>

Or log in via school website:

Parents/Carers

Parents/Carers Subject Information Evening Bookings



Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbotk@gmail.com Confirm Email: rabbotk@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	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	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).

Mr J Brown
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
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.

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

Thursday, 16th April

This parents' evening is for parents to see their child's teacher. Please enter the school via the main entrance and follow the signs to the date that when this evening's booking is available to the main school car park.

Teacher	Student	Subject	Room	
16:30	Mr J Brown	Ben	English	E6
16:40	Miss B Patel	Andrew	Mathematics	M2
16:50	Mrs A Wheeler	Ben	French	L4
17:00	Mr J Brown	Ben	Mathematics	M2
17:10	Miss B Patel	Andrew	French	L4
17:20	Mrs A Wheeler	Ben	English	E6

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*.

Parent/Carer Guide - How to attend video appointments

To make a video call you need to have:

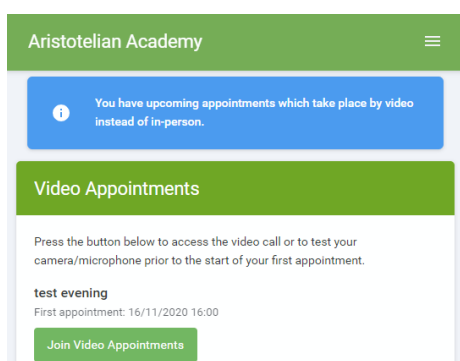
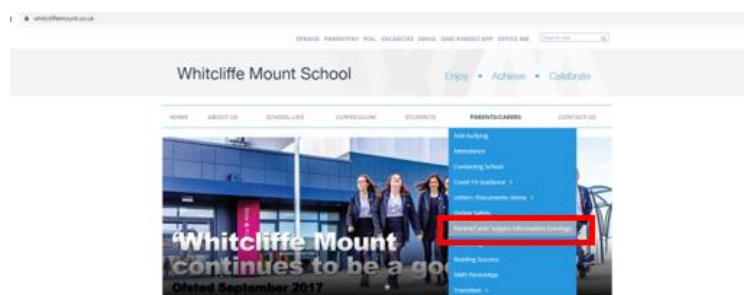
- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

We also recommend:

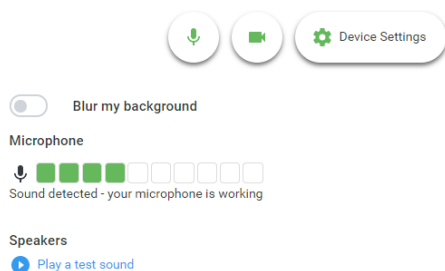
- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam
- Using a headset (or earphones with a microphone) to reduce echo.

How to attend your appointments via video call

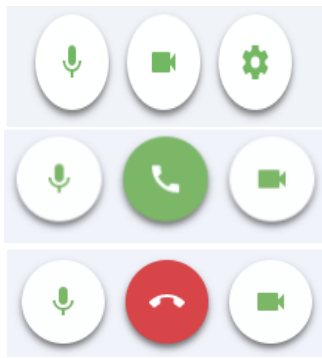
Login – <https://whitcliffemount.schoolcloud.co.uk> or click on the link on the school website.



Once you have logged in click *Join video appointments*. You can also do this prior to the day to check your camera/microphone is working.



You can blur your background in video calls, turn on or off your microphone and camera and change which devices are being used for the call. Once you are happy, click Proceed to Video Call.



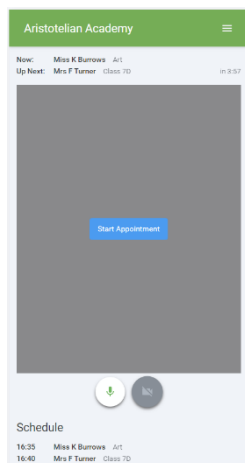
The Video Call

On this screen you can see the following when in a call.

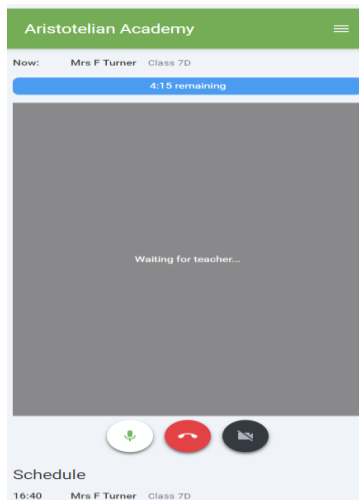
At the top left the teacher name for the current and next appointment

- At the top right a countdown to the start of the appointment.
- The control buttons allow you to mute the mic or turn off the camera. The cogwheel allows you to change the settings, such as blurring your background.

When another person is available these also show a pick up button to start the call and a hang up button to leave the call.



When your appointment is due to start, the *Start Appointment* button will appear. Click on it. You will see yourself in the bottom right hand corner of the screen (unless you have no camera, or have chosen to turn it off). If the teacher has not yet joined you will see a message to that effect in the centre of the screen.



When a teacher joins a call you will be able to see the remaining time for the appointment counting down in the blue bar at the top of the screen.

If you lose access to the system during the call, login again and click *Start Appointment* on the video call screen. As long as the teacher is still in the call this will let you continue with the appointment.

When the countdown in the blue bar stops the appointment is over and the call will automatically end.

If you are late or leave and re-join the call it does not reset the timer. The appointment will always end at the scheduled time.

If you have consecutive appointments the screen will display *Start Next Appointment*, click on it. If you delay starting a call it does **not** extend the duration for that appointment. The appointment will always end at the scheduled time.

If you do not have consecutive appointments, but you have not completed your final scheduled appointment you will see a countdown telling you how long until the start of your next appointment.

Inviting another parent/carer to join your appointments

You can give one other parent/carer access to join your video appointments. You can grant access at the time of booking, or later if required.

January Progress Meeting			Tuesday, 12th January
3 appointments from 16:00 to 16:25			
This is to allow parents and teachers to discuss progress last year and will take place on 12th January.			
	Teacher	Student	Subject
16:00	Mrs Anita Abell	Sophie Aaron	Science
16:05	Mr Geraint Davies	Liz Aaron	Music
10 minute gap			
16:20	Mr John Atkinson	Chris Aaron	English

Once you have made your bookings, click on the *Invite Parent/Carer* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

Invite Parent/Guardian

You may invite an additional parent/guardian to also attend the video call.

Name *

Jane Aaron

Email *

jaaron@test.com

Anyone with access to the email will be able to join the video call

☒ I consent to sharing my name, student name, and list of appointments

Invite to all appointments for the following students:

☒ Sophie Aaron

☐ Liz Aaron

☐ Chris Aaron

Send Invite

Close

You will then see a box asking for the details of the parent/carer to be given access. If there is more than one student linked to you and involved in the evening they will all be shown.

You **must** enter a Name and an Email address, as well as tick the box to consent to that person being given access.

When you click the blue *send invite* button an email is sent to the address entered, giving them a link and details on how to join the call.

Manage Invites

You may invite an additional parent/guardian to also attend the video call.

New Invite

Invite Parent/Guardian

Current Invites

To change invited guests, please remove and then invite again.

Elizabeth Aaron
eaaron@test.com
For: Liz Aaron

Resend Invite

Remove

Jane Aaron
jaaron@test.com
For: Sophie Aaron

Resend Invite

Remove

Close

3. You will then see a *Manage invites* box that shows your sent invitation(s), allows you to add another invite if you have any more available (the person invited can be different for each student, if wished), and also allows you to *Resend* invites or *Remove* them.

If you click *Remove* the link in the previously sent invitation will no longer work and that person can no longer join the video call.