



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 October 2023

Dear parents and carers,

### Re: Autumn Parents and Carers Evening

We had many positive comments about our virtual parents and carers evenings last year. We also understand that some parents prefer to speak to teachers in person, therefore, we are providing both options.

The appointment with your child's teacher will focus on:

- your child's 'Termly Report' (which will come home with your child prior to the appointment for your ease)
- how your child is getting on
- progress against the year group expectations
- ways that you can support your child
- your child's attendance for the school year so far

Please note that the system will automatically end the virtual meetings, if you need more time to discuss other queries then please email the office or let the class teacher know during the meeting.

***Please note SEN parents evening will be on Thursday 16<sup>th</sup> November. Parents will receive a separate letter to book their SEN appointment. Please do not book on to the SEN parents evening and this parents evening.***

### Face to face meetings

The face to face session will be held on **Tuesday 7<sup>th</sup> November**. The appointments will start 20 minutes after the end of the school day and will finish at **7.30pm**. Parents will be able to book their appointments using the link below. This is the same link used to book the virtual sessions. Please enter the school via the main entrance and the meetings will be held in the Main hall.

### Virtual meetings

The virtual session will be held on **Wednesday 8<sup>th</sup> November**. The appointments will start 20 minutes after the end of the school day and will finish at **6pm**. For the virtual meetings, we will use the School Cloud system.



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

### How to book appointments

You book your own online appointment, which allows you to choose your own appointment time, receiving an email confirming your appointment.

Appointments will be available to book **between Saturday 28th October at 10.00am and Friday 3<sup>rd</sup> November at 12.00pm**. Please visit <https://whcs.parenteveningsystem.co.uk/> to book your appointments or use the link on our website which can be found [here](#). Please see a detailed guide below to help you with the booking process.

### 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 virtual appointments

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

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

If you have any problems booking an appointment please contact the school office.

Yours sincerely

Miss Cotchin  
Headteacher



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# 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.

Teacher	Student	Subject	Room
Mr J Senior	Ben	English	E1
Mrs D Mansfield	Ben	Mathematics	M1
Dr B Macnamera	Andrew	French	L4

## 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*.

**Appointments will be available to book between Sunday 22<sup>nd</sup> October at 4.00pm and Friday 3<sup>rd</sup> November at 12.00pm.**



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