



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

WILLIAM HARDING SCHOOL

Hazlehurst Drive, Aylesbury, Bucks. HP21 9TJ

Phone: 01296 421733

E-mail:

Website: www.williamhardingschool.co.uk

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



12 October 2022

Dear parents and carers,

Re: Autumn Parents Evening

We had many positive comments about our virtual parents evenings last year. We also know that some parents prefer to speak to teachers in person. We would like to provide both opportunities this term.

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.

Please note SEN parents evening will be on 17th 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 8th November**. The appointments will start at the end of the school day **3.30/3.40/3.50pm** and parents evening 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. The meetings will be held in the Main hall.

Virtual meetings

The virtual session will be held on **Wednesday 9th November**. The appointments will start at the end of the school day **3.30/3.40/3.50pm** and parents evening will finish at **6pm**. For the virtual meeting, we will use the same system as we used last year.

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



How to book appointments

The parents have told us that this system is very easy to use so we are continuing to use it to book appointments. You book your own online appointment, which allows you to choose your own appointment time, you will then receive an email confirming your appointment.

Appointments will be available to book **between Monday 31st October at 4.00pm and Tuesday 8th November at 12.00pm**. Please visit <https://whcs.parentseveningsystem.co.uk/> to book your appointments or use the link on our website. You can now also access the login via the Gateway App. 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.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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.

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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