



Warstones Drive
Penn
Wolverhampton
WV4 4NJ
Telephone: (01902) 558810
Fax: (01902) 558812
E-mail: springdaleprimaryschool@wolverhampton.gov.uk
Headteacher: Mrs Z Lowe

23rd October 23

Dear Parent

Parents Evening Wednesday 8th November 23, 3.30 – 6.30pm,- Face to Face or Thursday 9th November 2023 3.30pm to 5.30pm- via Video Call

We are really pleased to let you know that this year we will be offering you a choice regarding parents evening. There are 2 options: Face to face in school or online via video call.

Face to face - Wednesday 8th November 3.30 - 6.30

Online via Video Call - Thursday 9th November 3.30 - 5.30.

Appointments can be made from Monday 23rd October 23, 4.30pm, and will close on Tuesday 7th November 23, 4.30pm.

During the Video Call meeting some things to help the session run smoothly:

- Find a quiet place to take the session
- You **MUST** not record or take images of the teachers during the meeting

The appointment will last 10 minutes and we have tried to keep our usual format so teachers have information to share such as:

- How your child has settled back in the Autumn term
- What has been going well / work covered
- Opportunity for parents to comment
- Future targets/focus

Please visit <https://springdale.schoolcloud.co.uk/> to book your appointments. Please see guide with six steps to complete to book on the next page and also includes a link with a parent's guide on how to attend a video call.

Yours sincerely

Mrs Z Lowe

Mrs Z Lowe
Headteacher

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom left.

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.

The screenshot shows a green header 'Parents' Evening'. Below it, text explains the opportunity. A 'Click a date to continue:' section lists 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link and a right arrow. A blue link 'I'm unable to attend' is at the bottom.

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*.

The screenshot shows a 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two radio button options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom left.

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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	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
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): Book Appointments

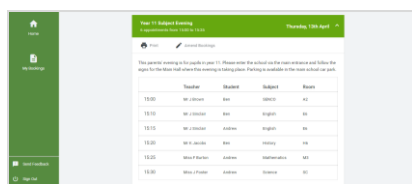
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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.

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*.



Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English	E6
16:50	Mrs A Wheeler	Ben	Mathematics	M2
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

A quick parent's guide on how to attend a video call:

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