



# Kings Langley School

Unlocking Potential for Life

20<sup>th</sup> November 2023

Dear Parent/Carer

## **Year 8 Consultation Evening: Thursday 30 November 2023 - Online Appointment Booking**

I would like to invite you to attend **our Year 8 Consultation Evening on Thursday 30 November 2023**. This will give parents and students the opportunity to discuss progress with teachers face-to-face online.

We will be running it this year as a video-consultation evening through Schoolcloud.co.uk. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. You will require:

☑ 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

and we would 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) will reduce echo.

**When you log in you will be asked for basic details about yourself and your child, no special code or login details will be required.** Appointments for this parents' evening will be 5 minutes long. You may find it easier to use the automatic booking facility to optimise your appointment times. Please see the appointment booking guide at the end of this letter for further help.

We are only able to issue one login per student regardless of parent circumstances. However, it is now possible for the parent with login access to invite one additional parent to join the video appointments so they can be viewed by that parent from an alternative location. Please recognise that decisions on issuing these additional invites are solely for the parents of each student and that school staff will be unable to become involved in any matters relating to this.

During the appointments, teachers will have their cameras on and we would request that parents do that also, so that it is as much like a regular parents evening as possible. These discussions are private meetings between the teacher, student and parents in attendance. Any recording or sharing of recordings of these meetings would be a breach of GDPR regulations. Please recognise that appointments cut off automatically at the end of the scheduled time and cannot be extended or rearranged on the evening. It is therefore recommended that you are logged in and set up in good time to start your first appointment.

**Appointments can be made from 8pm on Tuesday 21<sup>st</sup> November and will close on Wednesday 29<sup>th</sup> November at midnight.** It is recommended to book early as teachers have a limited number of appointments allocated on a first come first served basis. Any alterations after the closing date are likely to be difficult. Should this be necessary, or if you have problems logging in or making bookings, please contact the school office.

Please visit <https://klsacademy.schoolcloud.co.uk/> to book your appointments.

Yours sincerely

Kings Langley School

# Parents' Guide for Booking Appointments

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

The form is divided into two sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The 'Student's Details' section has fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

## 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 screen has a green header 'Parents' Evening'. Below the header, there is a paragraph of text: '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.' To the right, there is a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a blue link that says '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*.

The screen is titled 'Choose Booking Mode'. Below the title, there is a paragraph: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the subtext 'Automatically book the best possible times based on your availability', and 'Manual' with the subtext 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

## 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.

The screen is titled 'Choose Teachers'. Below the title, there is a paragraph: 'If there is a teacher you do not wish to see, please untick them before you continue.' The name 'Ben Abbot' is listed at the top. Below it, there are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both cards have a green checkmark in a box, indicating they are selected. A green 'Continue to Book Appointments' button is at the bottom.

## 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.

The screen is titled 'Confirm Appointment Times'. Below the title, there is a paragraph: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' There is a table with the following data:

|       | 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   |

At the bottom, there are two buttons: a green 'Accept Appointments' button and a red 'Cancel Appointments' button.

## 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<br>SENCO (A2)<br>Ben     | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|-------------------------------------|--|--|
| 16:30 | <input type="checkbox"/>            | <input checked="" type="checkbox"/>      | <input type="checkbox"/>               |
| 16:40 |                                     |  |  |
| 16:50 | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/>    |
| 17:00 | <input checked="" type="checkbox"/> |  | <input checked="" type="checkbox"/>    |

### 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.

The screenshot shows a mobile app interface for 'Year 11 Subject Evening' on Thursday, 12th April. It features a table of appointments with columns for Time, Teacher, Student, Subject, and Room. The table contains the following data:

| Time  | Teacher       | Student | Subject     | Room |
|-------|---------------|---------|-------------|------|
| 15:00 | Mr J Brown    | Ben     | SENCO       | A2   |
| 15:40 | Mr J Wheeler  | Ben     | English     | GA   |
| 15:55 | Mr J Wheeler  | Andrew  | English     | GA   |
| 16:20 | Mr B Patel    | Ben     | History     | H3   |
| 16:25 | Miss B Patel  | Andrew  | Mathematics | H3   |
| 16:30 | Mrs A Wheeler | Andrew  | Science     | GC   |

### 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*.

## Parents' Guide to inviting another parent/guardian to join your appointments

You can give one other parent/guardian access to join your video appointments in respect of each student linked to you that is involved in the conference. You can grant this access at the time of booking, or later if required.

1. Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* 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.

2. You will then be presented with a box asking for the details of the parent/guardian 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 to the information used to make the appointments.

If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted.

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.

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.