



THE STONEHENGE SCHOOL

SPA/DAH

29th March 2021

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Maths &
Computing

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Headteacher

Mr. N. D. Roper B.Sc., NPQH

School Business Manager

Mrs. J. Wakeham

Dear Sir / Madam

Year 10 Parents Evening on SchoolCloud

On **Thursday 22nd April 2021** Year 10 pupils have their subject parents evening. This will start at 4pm and finish at 7pm. Each of your appointments with a teacher will be for 5 minutes.

Parents Evening will not be held at school; it will be running via an online video meeting called SchoolCloud; no app is needed, it is accessed through a web browser such as Chrome, Safari, Firefox, Edge. Details of how to login, make appointments and conduct the meeting are attached.

Appointments will open at **4pm on Thursday 1st April 2021**. All appointments must be made via SchoolCloud. You will not be able to make appointments via SchoolCloud after 4pm on **Wednesday 21st April 2021**. There will only be one appointment per child per teacher.

Please only make one Science appointment, it will appear as Biology on the booking page but the teacher will discuss relevant detail across Physics and Chemistry as well. Sadly, Mrs Hall is leaving us at Easter; she will no longer be with us, so obviously cannot be available for appointments. If you do want to know about progress in Geography then drop Mrs Hall an e-mail by 6pm Wednesday 31st March, she will endeavour to respond on Thursday.

Yours sincerely

Miss S Pavey
Progress Leader Year 10

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbo4@gmail.com), and Confirm Email (rabbo4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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 'Parents' Evening' booking page. It features a green header, a description of the event, and a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', both with 'Open for bookings' and a right arrow. A 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' page. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. 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.

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	<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. 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.

My Bookings

Time	Teacher	Student	Subject	Room
17:00	Mr J Brown	Ben	English	E6
17:10	Mr J Brown	Ben	English	E6
17:15	Mr J Brown	Ben	English	E6
17:20	Mr J Brown	Ben	English	E6
17:25	Mr J Brown	Ben	English	E6
17:30	Mr J Brown	Ben	English	E6
17:35	Mr J Brown	Ben	English	E6
17:40	Mr J Brown	Ben	English	E6
17:45	Mr J Brown	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*.