



## THE STONEHENGE SCHOOL

10<sup>th</sup> March 2021

HOLDERS ROAD  
AMESBURY  
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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 11 Parents Evening on SchoolCloud

On **Thursday 25<sup>th</sup> March 2021** Year 11 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 10<sup>th</sup> March 2021**. All appointments must be made via SchoolCloud. You will not be able to make appointments via SchoolCloud after 4pm on **Wednesday 25<sup>th</sup> March 2021**. There will only be one appointment per child per teacher.

Teachers will not be giving out firm ideas of grades but can give an indication of suitability for Further Education/A Level in the subject. Conversations will focus on being formative e.g. strengths and what skills and knowledge are needed to improve.

Please only make one Science appointment. The teacher will discuss relevant detail across each Science subject.

Mr. Carter will take all of the IT(BTEC Creative Media appointments). As well as his own, Mr. Woods will take Mr. Carter's Computer Science appointments and discuss progress from Mr. Carter's feedback and indicate the way forward for all Computer Science students.

Yours sincerely

Mrs C Dean  
Deputy Headteacher

# 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 a dropdown for 'Title' (set to 'Mrs'), text boxes for 'First Name' (Rachael) and 'Surname' (Abbot), and text boxes for 'Email' and 'Confirm Email' (both rabbo04@gmail.com). The 'Student's Details' section includes text boxes for 'First Name' (Ben) and 'Surname' (Abbot), and a date picker for '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' selection screen. It includes a green header, a paragraph of text, and a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' text. 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' screen. It includes a heading, a paragraph, and two radio button options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible times based on your availability'. The 'Manual' option is described as '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.

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	Mrs D Mumford	Ben	Mathematics	M2
17:30	Mrs D Mumford	Ben	Mathematics	M2
17:35	Mrs D Mumford	Ben	Mathematics	M2
17:40	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4
17:50	Dr R Monamara	Andrew	French	L4

### 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*.