



**John
Willmott
School**

December 2023

John Willmott School
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Headteacher: Mrs N Gould

Dear Parents and Carers

**Year 11 Parents Evening – Online appointment booking for face-to-face appointments
Thursday 18 December 2024 – 3:30pm-6:00pm**

We look forward to welcoming you into school to attend your child's parents evening at our school.

This is a very important Parents Evening, and we would like to invite you to speak with your child's teachers. This will be an extremely beneficial conversation for us all to support your child moving forward and address any concerns.

Parents Evening will be bookable online via School Cloud. This allows you to choose your own appointment time with your child's teachers and you will receive an email confirming your appointment. Please note all appointments will be in person at school.

The booking system is now open and will close at 10:00am on Wednesday 17 January. If you wish to make any changes after this date please contact the school office.

Please visit <https://johnwillmott.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter).

Login with the following information: Student's First Name, Student's Surname, Form Group

The Year 11 team would like to thank you for all of your ongoing support and communication.

Yours sincerely

**Miss N Noreen
Head of Year 11**

**Mrs L Lockley
Assistant Headteacher Professional Development**

Enclosures
School Cloud Guide
Parents Evening Making the most

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two main 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 (with 'Rachael' entered), Surname (with 'Abbot' entered), Email (with 'rabbot4@gmail.com' entered), and Confirm Email (with 'rabbot4@gmail.com' entered). The 'Student's Details' section has fields for First Name (with 'Ben' entered), Surname (with 'Abbot' entered), and Registration Class (with '11A' entered).

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointment will be sent to the email address you provide.

The screenshot shows a page titled 'September Parents Evening'. It contains a text block explaining the purpose of the event and the dates (13th and 14th September). Below this is a 'Click a date to continue' section with two options: 'Monday, 13th September' (In-person & video call, Open for bookings) and 'Tuesday, 14th September' (In-person, Open for bookings). There is also a link for '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 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'. 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 '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 screenshot shows a 'Choose Teachers' page with a time availability slider. The slider is set from 14:00 to 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a 'Choose Teachers' page. It lists 'Ben Abbot' as the parent. Below, there are two teacher options: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have a green checkmark indicating they are selected. A 'Continue to Book Appointments' button is at the bottom.

Step 5: Choose Teacher(s)

Select the teachers you'd like to book an appointments with. A green tick indicates they're selected. To de-select, click on their name.

The screenshot shows a 'Confirm Appointment Times' page. It displays a table of provisional appointments. At the bottom, there are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

| Teacher | Student | Subject | Room | |
|---------|---------------|---------|-------------|----|
| 17:10 | Mr J Sinclair | Ben | English | E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Minamara | Andrew | French | L4 |

Step 6: Book Appointments (Automatic)

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.

| | 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 7: 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.

| September Parents Evening | | | Tuesday, 14th September |
|--|------------------------------------|-----------------------|--------------------------------------|
| 2 appointments from 16:15 to 16:45 | | | In person |
| Print | Amend Bookings | Subscribe to Calendar | |
| This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call. | | | |
| Teacher | Student | Subject | |
| 16:15 | Mr Mark Lubbock | Jason Aaron | English |
| 16:30 | Miss Bina Patel | Jason Aaron | Religious Education |
| September Parents Evening | 2 appointments from 16:00 to 16:45 | | Monday, 13th September Video call |
| September Parents Evening | 2 appointments from 15:00 to 15:45 | | Monday, 13th September In-person |

Step 8: 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*.



Making the most of your upcoming Parents' Evening.

We look forward to welcoming you to discuss your child's progress. We appreciate that this is an important opportunity to discuss your child with subject specialists and therefore it is important to maximise the time available in each 5-minute appointment, so that you are well informed and supported.

What to expect

There will be some parking on site. The evening takes place in the main hall which is accessed via reception and a small set of stairs. Please do contact us to let us know if you will need assistance. Teachers will be sat in faculty areas with name labels on their desks. Additional seating is provided whilst you wait for your appointment. There will be staff on hand to direct you to staff and to answer any questions you have.

Be prepared

Bring your list of appointments with you so that you know who you need to see and when. If you have specific questions write them down beforehand, it is also useful to bring a piece of paper to briefly record key information. It is also useful to speak with your child beforehand to see if they have any questions about specific subjects.

Let the teacher speak

As you only have 5 minutes with each teacher it is best to let the teacher speak first so that they can cover what they need to, expect to have feedback on your child's levels of effort; engagement with homework; progress in lessons and behaviour as well as outlining any upcoming assessments. There will be time for you to ask questions and seek clarification around anything which has been discussed.

Try not to compare

Avoid focusing on comparisons between your child and their peers- or even their siblings. The teacher will focus on how *your* child is achieving against expected levels of their age. It isn't useful to ask how their performance compares to other in the class, try and stay focused on your own child.

Focus on your child's level of effort and attitude towards learning

Your child's effort is important and should not be underestimated; it is as important as achievement as it reflects your child's behaviour and motivation to succeed.

Ask for a quick review

Ask what your child's strengths and areas of development are this will give you a succinct understanding of their performance and also help you support your child at home.

Deal with the unexpected productively

We hope that teachers will have communicated with you in advance via a phone call, email or meeting if there are concerns around your child. However, if the discussion reveals a negative aspect of learning behaviours this can sometimes come as a surprise.

If you do hear something unexpected ask how you can work with the teacher and your child to support and ask for an update and follow-up conversation from the teacher to update you.

Remember, we are all working towards a common goal: your child's success and happiness and turning their **potential into reality**.