

September 2021

Dear Parents and Carers

**Year 7 Settling in Evening – Online Appointment Booking**

**Monday 4 October – 3:20pm-4:20pm**

**Thursday 7 October – 4:00pm -6:30pm**

We understand that this has been a very difficult time and we would like to have this opportunity to speak with you about how your child has settled back into school, particularly their attitude towards their learning both in class and at home. This will be an extremely beneficial conversation for us all to support your child moving forward and address any concerns.

At this time of year, we would normally be inviting you to attend our Year 7 Settling In Parents Evening to discuss your child's transition into Year 7, however due to unprecedented circumstances we will be unable to host this evening. As we consider this early meeting a valuable part of our transition support, we will be moving to an online parents evening system that has been used successfully in other ATLP schools.

On either Monday 4 October or Thursday 7 October, you will be able to meet your child's Form Tutor during a video call, this call will be to discuss your child's reconnection into school life and their transition from Year 6 into John Willmott School.

The school has introduced a new intuitive School Cloud Online Parents Evening system. This allows you to choose your own appointment time with your child's form tutor and you will receive an email confirming your appointment.

The booking system will be open from 4:00pm on Monday 27 September and will close at 12:00pm on Monday 4 October. Should 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 7 team would like to thank you for all of your ongoing support and communication during this very unusual transition from Year 6 to Year 7. We are acutely aware that your children missed out on milestones and events in their final year of primary school, and we are committed to ensuring that Year 7 is a time that they feel nurtured and cared for.

**Satchel One**

Information on how to log in has been sent home this week. Going forward as part of their home learning students should be completing the weekly quizzes for their subjects and teachers will set any additional home learning via this online platform. Knowledge Organisers are uploaded termly, and students should be logging on every night in order to self-quiz, recall and retrieve essential knowledge.

There are various videos on our [website](#) or via our [YouTube channel](#) with instructions on how to use Satchel: One. Students should also have their login details for Hegarty Maths.

Students have also all been allocated their House which they will remain in! As we are currently unable to run after school or lunchtime clubs, we have dedicated Wednesday afternoons to enrichment activities which form part of our broad and balanced curriculum. These 2 hour sessions are designed by our Heads of House and are specifically created to promote opportunities to experience something new and exciting! Our Heads of House will also be launching House Ambassador applications this half term and we do hope as many Year 7s as possible get involved. Year 7 have already been incredible in the sheer amount of House Points they have received from staff which is reflective of their enthusiasm and commitment to excellence. Their Records of Achievement are getting full!

Year 7 have also started our 'LORIC' programme of study, a lesson every two weeks focused on: Leadership; Organisation; Resilience; Initiative and Communication. These lessons develop students' awareness of these traits which we promote throughout every aspect of school life in order for them to be successful at John Willmott School and beyond.

The Year group have settled in very well and have developed some incredibly positive relationships with one another and with staff. They are enthusiastic and supportive and willing to embrace this new challenge and we are delighted to be able to share this with them.

Yours faithfully

**Mrs L Norton**  
**Assistant Headteacher**  
**Assessment & Curriculum**

**Mrs L Lockley**  
**Assistant Headteacher**  
**Teaching & Learning**

#### **The Year 7 Team**



Mr Daley | Ms McDermott | Mrs Lockley

**Enclosure: Parent Guide**

# Parents' Guide for Booking Appointments

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

welcome to the green hobey parents' evening booking system.  
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title: Mrs  
First Name: Rachael  
Surname: Abbot  
Email: rabbot4@gmail.com  
Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben  
Surname: Abbot  
Registration Class: 11A

## 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.

**September Parents Evening**

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.

Click a date to continue

Monday, 13th September  
In-person & video call  
Open for bookings

Tuesday, 14th September  
In-person  
Open for bookings

[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*.

**Choose Booking Mode**

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

[Next](#)

## 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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

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.

**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 5: Choose Form Tutor

Select the Form Tutor you'd like to book an 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.

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 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*.