



WYVERN ACADEMY

EGGLESTON VIEW
DARLINGTON
CO. DURHAM
DL3 9SH
TEL: 01325 351377
FAX: 01325 282523

www.wyvernacademy.org

E-MAIL: adminoffice@wyvernacademy.org

20 April 2021

Dear Parent/ Carer,

Year 11 Parents' Evening: Wednesday 28th April 2021 (1630 – 1900)

We are offering all Year 11 pupils and their parents / carers the opportunity to take part in a 'virtual' Parents' Evening on Wednesday 28 April from 4.30 pm – 7.00 pm. The evening will take the form of an on-line consultation and will allow Year 11 pupils and their parents / carers to speak to their teachers.

Our Parents' Evenings will be operated through 'SchoolCloud', available at www.wyvernacademy.schoolcloud.co.uk, with the software providing the opportunity for a 5 minute consultation meeting **either by video or telephone**, with subject teachers.

If you wish to discuss any pastoral concerns that you have, you can arrange a meeting with the Pastoral Leader for Year 11, Mrs Phillips.

If you wish to discuss any concerns around Special Educational Needs, you can arrange a meeting with the Assistant Head Teacher (SENDSCO), Mrs Marley

Our 'SchoolCloud' software is open for bookings from **9am on Wednesday 21st April** and will remain open until **10pm on Tuesday 27th April**. If you need any help or support in booking appointments, please contact Wyvern Academy on 01325 351377 between 9.00 am and 3.00 pm on Monday 26th April or Tuesday 27th April, our administration team will be happy to book appointments on your behalf.

Yours sincerely,

Mrs Phillips
Assistant Head Teacher and Pastoral Leader – Year 11

Acting Head of School: Mr O.Inglis
Executive Headteacher: Mr M.Doyle
WYVERN ACADEMY IS PART OF CONSILIUM ACADEMIES
COMPANY REGISTRATION NUMBER 09495671





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'Parent & Carer Guide to Booking Appointments'

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

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.

Step 2: Select Parents' Evening. Click on the date you wish to book. Unable to make the dates listed? Click 'I'm unable to attend'.

Step 3: Select 'Booking Mode'. Choose 'Automatic'. If you would like the system to suggest the shortest possible appointment schedule based on the times you are 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.

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 would like to book appointments' with. A green tick indicates they are selected. To de-select, click on their name. You may book other teachers not listed on the screen by clicking 'Add a Teacher'.

Step 5a (Automatic): Book Appointments - If you chose the 'automatic booking mode', you will see provisional appointments which are held for 2 minutes. To keep them, choose 'Accept' at the bottom left. If it was not 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).

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 are finished booking all appointments, at the top of the page in the alert box, press click here to 'finish the booking process'.

Step 6: Finished - All of your bookings now appear on the 'My Bookings' page. An email confirmation has been sent. 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'.

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