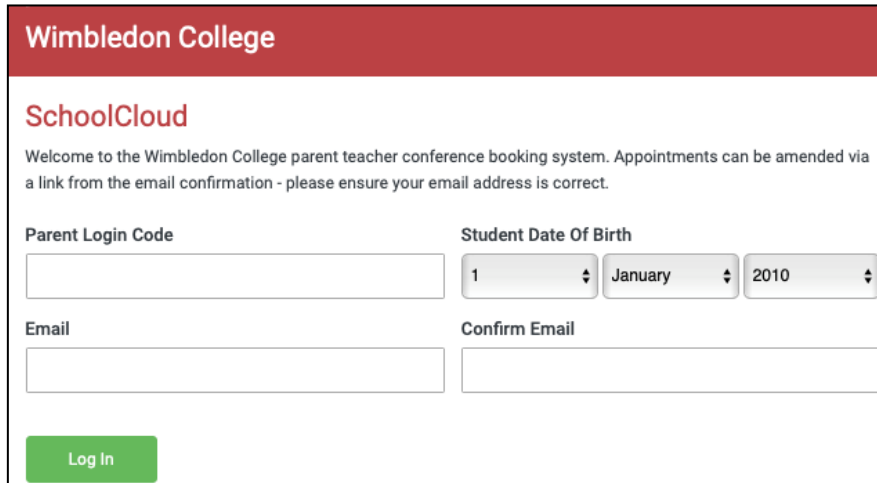


Parents' Guide for Booking Appointments

All appointments for Parents' evenings are to be booked online using the SchoolCloud booking system. To access the booking system navigate to <https://wimbledoncollege.schoolcloud.co.uk/>

The login page will ask you to enter a login code (*this will be sent to you by email from the College*), the linked email address we have for you and your son's date of birth.



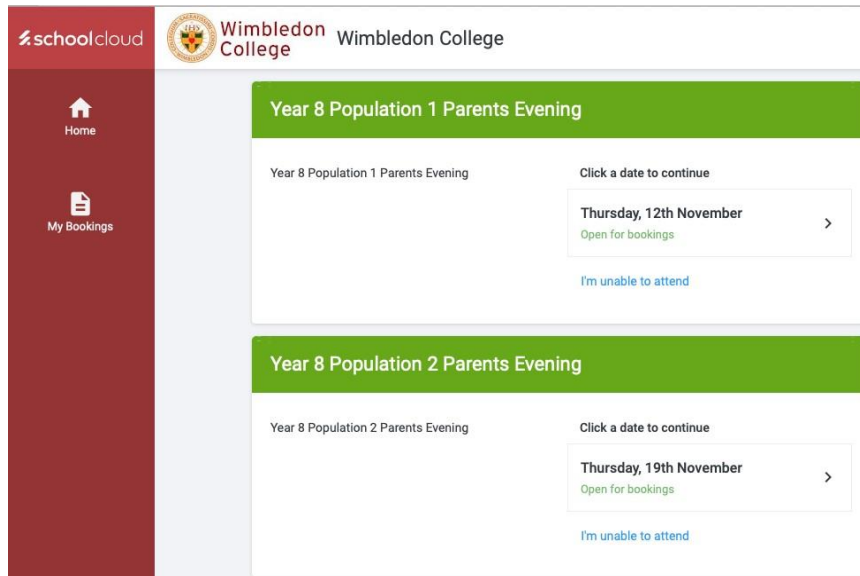
The screenshot shows the Wimbledon College SchoolCloud login interface. It features a red header with the college name, followed by the SchoolCloud logo and a welcome message. The login form includes fields for a Parent Login Code, an Email address, and a Confirm Email field. The Student Date Of Birth is selected via three dropdown menus showing '1', 'January', and '2010'. A green 'Log In' button is positioned at the bottom left of the form.

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

Once you have logged in follow the steps outlined in the next few pages to book your appointment slots.

Step 1

Click on the date you wish to book. If you are unable the evening the click *I'm unable to attend*.



Step 2

You will then be asked to choose your 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**. It is recommended that you choose the automatic booking mode when browsing on a mobile device.

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](#)



Manual Booking

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

	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			+

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.

All your bookings now appear on the **My Bookings** page. An email confirmation will also be 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*.

Home

My Bookings

Send Feedback

Sign Out

Year 11 Subject Evening Thursday, 13th April ^

6 appointments from 15:00 to 15:35

Print Amend Bookings

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC