Parents Evening Guide

Weald of Kent Grammar School

https://wealdgs.schoolcloud.co.uk/

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

An appointment made by one parent/carer will be automatically booked for the other if applicable

Click on the date you wish to book.

Unable to make all of the dates listed? Click I'm unable to attend.

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*.

Automatic

For automatic appointments drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Also select the teacher you wish to book appointments with

Manual

When booking manually, select the teachers you'd like to book appointments with

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

When you book an appointment you can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand

Once submitted you can then see your bookings

On the home page it now shows when your next appointment is and lets you join when you are ready

You will then be taken to a set up screen to check your audio and video devices.

Once checked select "Proceed to video call"

You will then be waiting in a lobby with a countdown timer to your next appointment.