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Parents' Guide for Booking Appointments on SchoolCloud

In advance of the slots opening for booking:

We encourage all parents to watch this short [video](#) which explains the process for booking and attending appointments.

To book your appointments:

Visit <https://uhs.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.

Enter your unique login code shared by the school.

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*.

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.





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Voluntary Aided 11-18 Roman Catholic School for Girls
Headteacher: Ms Julia Waters BSc (Hons) MA

Crescent Road, Wimbledon, London SW20 8HA
020 8255 2688 / www.ursulinehigh.merton.sch.uk

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



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 Teachers

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

01:20 Please confirm your appointments within 2 minutes

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.

If it wasn't 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.

	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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.





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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*.



Time	Teacher	Student	Subject	Room
18:00	Ms J. Waters	Sam	Maths	101
18:00	Ms J. Waters	Sam	English	101
18:15	Ms J. Waters	Isabella	English	101
18:20	Ms J. Waters	Sam	Maths	101
18:25	Ms J. Waters	Isabella	Mathematics	101
18:30	Ms J. Waters	Isabella	Science	101

Frequently Asked Questions (FAQs)

I have been unsuccessful in securing appointments with some of my child's teachers, what do I do?

If you are coming but cannot secure an appointment slot with all relevant teachers, you can speak to your daughters Form tutor on the evening to arrange follow up or arrange for an email for a progress update.

I am unable to attend on the day, what do I do?

Attendance at Parents evening is required. If you are unable to attend, please contact your daughter's Head of Year or Form Teacher.

How do I access Progresso?

If you cannot access Progresso please follow the [guidelines](#) for forgotten passwords.

Please check that you can access this and if not follow the guidelines for forgotten passwords on the school website.

If the meetings are via Teams how do I join these?

You can join a Microsoft Teams meeting from your calendar or sign in as a guest on the web. For further instructions you can watch this [video](#).

