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Ysgol Rhiwabon

Pennaeth - Melanie Ferron-Evans B.A.(Joint Hons) MSc. N.P.Q.H. - Headteacher

29 April 2021

Dear Parent/Guardian

Year 11 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on **Thursday 6 May 2021**. This is an important evening and provides you with an opportunity to check your child's progress as Centre Determined Grades are finalised.

The school has introduced a new initiative, SchoolCloud, an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and we welcome any feedback.

Appointments can be made from Friday 30 April 2021, 9am and will close on Thursday 6 May 2021, 4.30pm. Should you wish to make any changes after this date please contact the school office. Mrs Jones (Physical Education) and Mrs Evans (French) will be running their virtual meetings on Tuesday 11 May 2021.

Please visit <https://ysgolrhiwabon.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:

Parent/Guardian Details

Title
Surname
Email and Confirm Email

Student Details

First Name
Surname
Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

M. Ferron-Evans

Mrs M Ferron-Evans
Headteacher

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Parents' Guide for Booking Appointments

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

Your Details

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

Student's Details

| | | | | |
|------------|---------|---------------|------|------|
| First Name | Surname | Date Of Birth | | |
| Ben | Abbot | 20 | July | 2000 |

Log In

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.

Year 11 Parents' Evening

Appointments will take place via Video Call

Click a date to continue

Thursday, 6th May
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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

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'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 McNamara | Andrew | French | L4 |

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

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 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).

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

| Time | 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 J Wheeler | Ben | History | H6 |
| 15:25 | Mrs D Mumford | Andrew | Mathematics | M2 |
| 15:30 | Mr J Patel | Andrew | Science | S2 |

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent (if you provided one) 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*.