Ysgol Rhiwabon Pont Adam Rhiwabon Wrecsam LL14 6BT

Ffon: Wrecsam (01978) 822392

Ffacs: (01978) 814918

e-bost: mailbox@rhiwabon-high.wrexham.sch.uk

www.ysgolrhiwabon.co.uk



Ysgol Rhiwabon Pont Adam Ruabon Wrexham LL14 6BT

Tel: Wrexham (01978) 822392

Fax: (01978) 814918

email: mailbox@rhiwabon-high.wrexham.sch.uk

www.ysgolrhiwabon.co.uk

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.

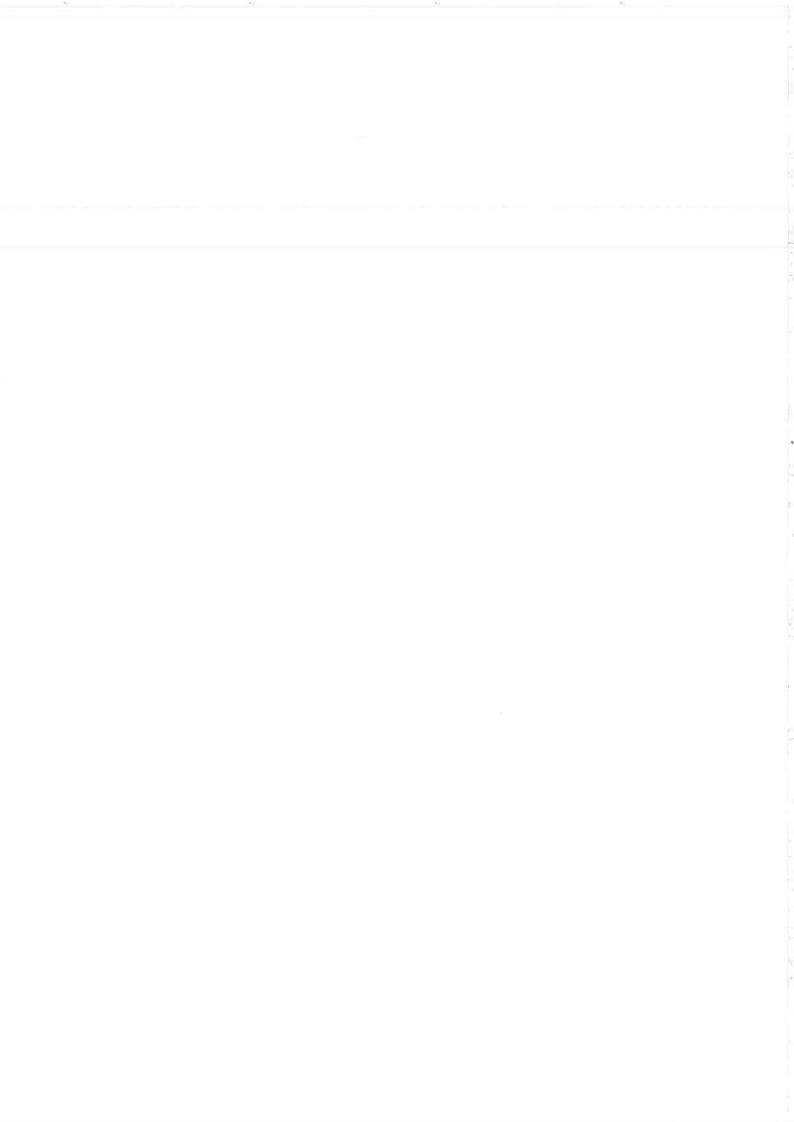
Yours sincerely

Mrs M Ferron-Evans

M. Tenm. Esca.

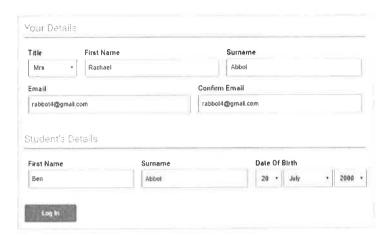
Headteacher

G:\Admin\Admin 2020-2021\SchoolCloud\Initial notification ltr190421 ae.docx



Parents' Guide for Booking Appointments

Browse to https://YsgolRhiwabon.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 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	
Neixt	

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.



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 deselect, click on their name.

Continue to Book Appointments

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 Menamara	Andrew	French	L4	

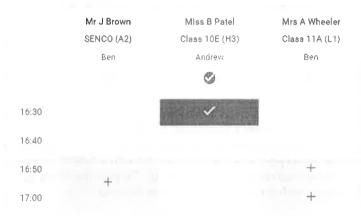
Step 5a (Automatic): Book Appointments

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).

Accept Appointments

Cancel Appointments



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.



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*.