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Ysgol Rhiwabon

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

28 June 2021

Dear Parent/Guardian

Key Stage 3 Parent's Evening **Online Appointment Booking**

Recently Ysgol Rhiwabon has introduced a new initiative, SchoolCloud, an easy to use online appointment booking system for Parent's Evening. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Following a hugely disrupted year, we want to ensure all families have the opportunity to meet Form Tutors to discuss progress, general well-being and preparation for September.

Year 7, 8 and 9 Tutor Evening will be held on Tuesday 6th July for all Form Groups apart from one:

Mr P Highton (7PH) – Monday 5th July, 16:45 – 18:45.

From September 2021 we will continue with online Parent's Evenings with access to all your child's subject teachers.

Appointments can now be made online. Should you wish to make any changes after this date please contact the school office.

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 and discuss access on the evening itself.

Yours sincerely

Mrs M Ferron-Evans
Headteacher

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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

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 10 Parents' Evening

Year 10 Parents' Evening

Click a date to continue

Thursday, 20th May
Open for bookings >

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

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are 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 Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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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 are 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 will 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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
Ben	Andrew	Ben
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:19	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jacobs	Ben	History H8
15:25	Miss P Burton	Andrew	Mathematics M2
15:30	Miss J Foster	Andrew	Science S2

Step 6: 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*.