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Ysgol Rhiwabon

Pennaeth - Melanie 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

M. Term. Egg.

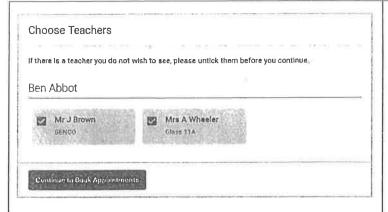
Mrs M Ferron-Evans Headteacher

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Parents' Guide for Booking Appointments

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

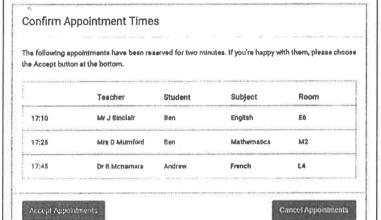
Your Details Title First Name Surname Idea Rachael Abbot Email Confirm Email rabbot4@gmall.com Student's Details First Name Surname Date Of Birth Ben Abbot 20 4 July 1 2000 1	Step 1: Login Fill out the details on the page then click the Log In button. A confirmation of your appointments will be sent to the email address you provide.
Year 10 Parents' Evening Click a date to continue Thursday, 20th 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 svalishibty Manual Choose the time you would like to see such 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.



Step 4: Choose Teachers

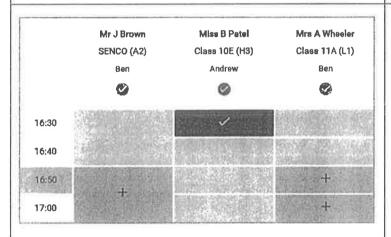
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you would like to book appointments with. A green tick indicates they are selected. To deselect, click on their name.



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.

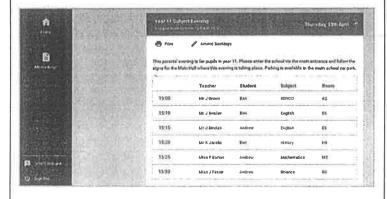
If it was not possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



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.



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*.