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## **Ysgol Rhiwabon**

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

Dear Parent/Guardian

### Year 9 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on **Thursday 19<sup>th</sup> January 2023**. This is an important evening and provides you with an opportunity to check your child's progress.

The school will continue to use 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 the evening of Saturday, 14<sup>th</sup> January and will close on Thursday 19<sup>th</sup> January at 4.00pm.

Please visit <a href="https://ysgolrhiwabon.schoolcloud.co.uk">https://ysgolrhiwabon.schoolcloud.co.uk</a> to book your appointments. (A short guide on how to add appointments is included with this letter.) Log in 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. Temm - Ears.

Mrs M Ferron-Evans Headteacher

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# **Parents' Guide for Booking Appointments**

Browse to <a href="https://YsgolRhiwabon.schoolcloud.co.uk/">https://YsgolRhiwabon.schoolcloud.co.uk/</a>

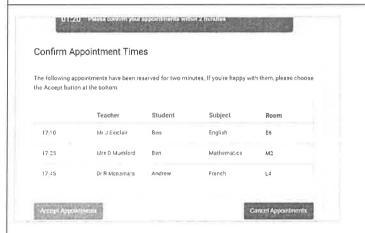
Herword to the difference politics exerting booking system. Appointments can be differed via a link from the email confirmation - please ensure your email address is correct.  Your Details  Title First Name Surname  Mrs Rachael Abbot  Email Confirm Email  rabbot4@gmail.com  Student's Details	Step 1: 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.
First Name Surname Date Of Birth  Ben Abbot 20 v July v 2000 v	
Parents' Evening  This parents' evening is an opportunity to meet your child's teacher Please enter the school via the main entrance and sign in at reception.  Thursday, 16th March Open for brokings  Friday, 17th Merch Open for brokings  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	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  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  Liquid 1436 1524 1632 17.00  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.



### **Step 5: Choose Teachers**

Select the teachers you would like to book appointments with. A green tick indicates they are selected.

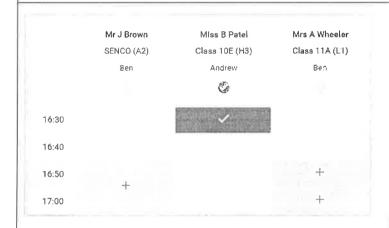
To de-select, click on their name.



### **Step 6: Book Appointments (Automatic)**

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 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.

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 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*.