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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 19th 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, 14th January and will close on Thursday 19th January at 4.00pm.

Please visit <https://ysgolrhiwabon.schoolcloud.co.uk> 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

Mrs M Ferron-Evans
Headteacher

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Parents' Guide for Booking Appointments

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

WELCOME TO THE GREEN HOBBY PARENTS' EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE ENTERED 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 | | 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.

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.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
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 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

14:00 14:36 15:24 16:12 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.

Choose Teachers

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

Ben Abbot

- Mr J Brown
SENCO
 Mrs A Wheeler
Class 11A

Continue to Book Appointments

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.

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 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.

- | | | |
|---------------------------------|--|--|
| 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 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.

Green Valley School

Year 5 Subject Entry

Thursday 12th April

This page is reserved for pupils in year 5. Please enter the school via the main entrance and follow the signs for the Main Hall where the evening is taking place. Parking is available in the main school car park.

| | 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 | Miss B Patel | Ben | History | H6 |
| 15:25 | Miss B Brown | Andrew | Mathematics | M2 |
| 15:30 | Miss L Fuller | Andrew | Science | S2 |

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*.