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Ysgol Rhiwabon

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

16th March 2023

Dear Parent/Guardian

Year 11 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on **Thursday 23rd March 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.

Appointments can be made from the evening of Saturday, 18th March and will close on Thursday 23rd March 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

The Parents' Evening will be followed up by an Examination Information Evening in school on **Thursday 30th March**. This will be designed to support families as our students prepare for the final phase of Year 11 and Summer examinations.

Senior staff will be available to present revision techniques and how to support your child. We will have useful resources for students to take home. We will also provide information about IT and the Skills Challenge Certificate. We look forward to seeing you then.

Thank you for your support.

Yours sincerely

M. Tenn. Eurs.

Mrs M Ferron-Evans

Headteacher

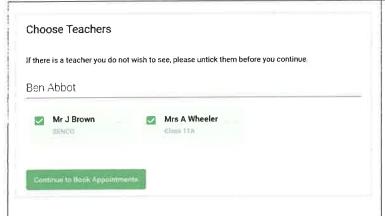
G:\Admin\Admin 2022-2023\Letters\Parents Evening\Y11 Parents Evening 23.03.23.doc



Parents' Guide for Booking Appointments

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

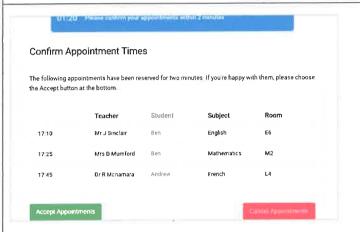
Presente to the Scient About patents extrained booking system, Appointments can be affected the a talk from the email confirmation - please ensure your email address is correct. Your Details Title First Name Surname Abbot Confirm Email rabbot4@gmail.com Student's Details First Name Surname Date Of Birth Ben Abbot 20 v July + 2000 v	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	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 The second of th	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*.