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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. Ferron-Evans

Mrs M Ferron-Evans
Headteacher

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Parents' Guide for Booking Appointments

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

PLEASE NOTE: IN THE SCHOOL EVERY 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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 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.

01:20 Please confirm your appointments within 4 minutes

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 Abbey School

Year 11 Subject Evening
Wednesday 20th April 2018

This parent's evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Wheeler	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr B Jacobs	Em	History	H4
15:25	Miss B Patel	Andrew	Mathematics	M3
15:30	Miss J Wheeler	Andrew	Science	S0

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*.