

Ysgol Rhiwabon
Pont Adam
Rhiwabon
Wrexham
LL14 6BT
Ffon: Wrexham (01978) 822392
Ffacs: (01978) 814918
e-bost: mailbox@rhiwabon-high.wrexham.sch.uk
www.ysgolrhiwabon.co.uk



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Ysgol Rhiwabon

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

17th April 2023

Dear Parent/Guardian

Year 10 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on **Wednesday 26th April 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 Wednesday 19th April and will close on Wednesday 26th April 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.

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/>

<p>email confirmation - please ensure your email address is correct</p> <p>Your Details</p> <table border="1"> <thead> <tr> <th>Title</th> <th>First Name</th> <th>Surname</th> </tr> </thead> <tbody> <tr> <td>Mrs</td> <td>Rachael</td> <td>Abbot</td> </tr> </tbody> </table> <p>Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com</p> <p>Students Details</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Surname</th> <th>Date Of Birth</th> </tr> </thead> <tbody> <tr> <td>Ben</td> <td>Abbot</td> <td>20 July 2000</td> </tr> </tbody> </table>	Title	First Name	Surname	Mrs	Rachael	Abbot	First Name	Surname	Date Of Birth	Ben	Abbot	20 July 2000	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
Title	First Name	Surname											
Mrs	Rachael	Abbot											
First Name	Surname	Date Of Birth											
Ben	Abbot	20 July 2000											
<p>Parents' Evening</p> <p>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.</p> <p>Click a date to continue:</p> <ul style="list-style-type: none"> Thursday, 16th March Friday, 17th March I'm unable to attend 	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>												
<p>Choose Booking Mode</p> <p>Select how you'd like to book your appointments using the option below, and then hit Next</p> <p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p> <p><input type="radio"/> Manual Choose the time you would like to see each teacher</p> <p>Next</p>	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>												
<p>Choose Teachers</p> <p>Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.</p> <p>Choose earliest and latest times</p> <p>14:00 14:36 15:24 16:12 17:00</p> <p>Your availability: 14:00 - 17:00</p>	<p>Step 4: Select Availability</p> <p>Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p>												

Choose Teachers

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

Per Subject

- Mr J Brown
- Mrs A Wheeler

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.

01:21 Please confirm your appointments within 2 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
17:00	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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
Ben	Andrew	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.

Year 11 Subject Evening
8 appointments from 15:00 to 17:45

Thursday, 12th April

This page is currently a beta for year 11. Please refer the school for more information and follow the sign up if it is not available in the evening so far. Please refer to the school for more information.

	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	Mrs D Mumford	Ben	Mathematics	M2
15:25	Dr R Mcnamara	Andrew	Mathematics	M2
15:30	Miss B Patel	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*.