Ysgol Rhiwabon Pont Adam Rhiwabon Wrecsam LL14 6BT

Ffon: Wrecsam (01978) 822392

Ffacs: (01978) 814918

e-bost: mailbox@rhiwabon-high.wrexham.sch.uk

www.vsgolrhiwabon.co.uk



Ysgol Rhiwabon Pont Adam Ruabon Wrexham LL14 6BT

Tel: Wrexham (01978) 822392

Fax: (01978) 814918

e-mail: mailbox@rhiwabon-high.wrexham.sch.uk

www.ysgolrhiwabon.co.uk

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. Term - Ears.

Mrs M Ferron-Evans Headteacher

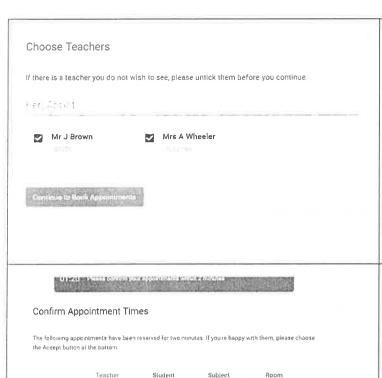
G:\Admin\Admin 2022-2023\Letters\Parents Evening\HS Y10 Parents Evening 26.04.23 njr.doc



Parents' Guide for Booking Appointments

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

emai confirmation - please ensure your email address is correct **Cut Detail** Title First Name Surname Mrs Rachael Abbot Email Confirm Email rabbot4@gmail.com rabbot4@gmail.com **Cuter is Details* First Name Surname Date Of Birth Ben Abbot 20 v July v 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.
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 Friday, 17th March 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 Carliest and refest finds List of 1436 1534 1612 1700 Your availability: 1400 - 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.



Mr.J.E.nclair

Dr R Monamara

Mrs D Mamford - Ben

17 0

17.25

17.45

Ben

English

French

Mathematics

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.



The parties extended to the state of the sta

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*.