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## Ysgol Rhiwabon

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

8<sup>th</sup> June 2023

Dear Parent/Guardian

### Year 7 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our virtual Parents' Evening on **Wednesday 14<sup>th</sup> June 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 today and will close on Wednesday 14<sup>th</sup> June 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/>

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 |

### Child's Details

| First Name | Surname | Date Of Birth |
|------------|---------|---------------|
| Ean        | 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
- 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

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 14:26 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

## 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 |
|-------|----------------|---------|-------------|------|
| 17:00 | Mr J Wheeler   | Ben     | English     | E6   |
| 17:25 | Mrs D Mainford | Ben     | Mathematics | M2   |
| 17:55 | Dr R Mourina's | 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 |  |  |  |  |

Accept Appointments Cancel Appointments

## 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*.