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Ysgol Rhiwabon

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

9th January 2024

Dear Parent/Guardian

Year 9 Parents' Evening – Thursday 18th January 2024

You are warmly invited to attend the Year 9 Parents' Evening at Ysgol Rhiwabon on Thursday 18th January 2024 starting at 5.00 pm. This is an opportunity for you to meet your child's subject teachers and to discuss his/her progress.

Where possible students should accompany you to allow them to hear comments being given about their progress and what steps they should take for further development in each subject as they progress towards their GCSE courses.

Teachers of Year 9 will be available for consultation in the school hall, E-Corridor and library between 5.00 pm and 7.00 pm. In order to keep things running smoothly it would be appreciated if you could limit each discussion to a maximum of five minutes.

The school will still continue to use the SchoolCloud online appointment booking system in order to book appointments.

French – Mrs Evans

Please note that if your child is taught French by Mrs Evans she will be available online on Wednesday 17th January between 4.00 pm and 6.00 pm. To make an appointment please make a separate booking to the main Parents Evening.

Appointments can be made from the evening of Wednesday, 10th January and will close promptly on Wednesday 17th January at 7.00pm. **All appointments must be pre-booked via this system.**

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

Yours sincerely

P Bingham
Assistant Headteacher

N Davies
Year 9 Lead Learner

Parents' Guide for Booking Appointments

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

PLEASE NOTE: THE PARENTS' EVENING BOOKING SYSTEM APPOINTMENTS CAN BE CONFIRMED TO 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 | 14:35 | 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 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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mensmar	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.

Direct Entry System

Year 11 Subject Evening
A appointment with Ben 16:30-16:50
Thursday, 12th April

Print Amend Exchange

This parents 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
15:20	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr B Jacobs	Ben	History	H6
15:25	Mrs F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

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*.