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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  $18^{th}$  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 17<sup>th</sup> 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, 10<sup>th</sup> January and will close promptly on Wednesday 17<sup>th</sup> January at 7.00pm. **All appointments must be pre-booked via this system.** 

Please visit <a href="https://ysgolrhiwabon.schoolcloud.co.uk">https://ysgolrhiwabon.schoolcloud.co.uk</a> 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

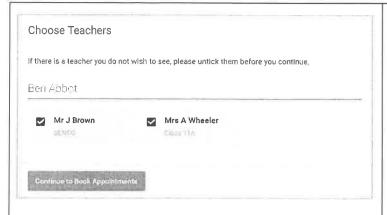
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# Parents' Guide for Booking Appointments

Browse to <a href="https://YsgolRhiwabon.schoolcloud.co.uk/">https://YsgolRhiwabon.schoolcloud.co.uk/</a>

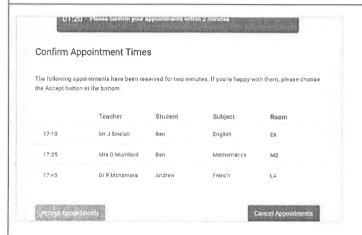
Title First Name Surname  Canfirm Email  rabbot4@gmal.com  Student's Details  First Name Surname  About  Student's Details  First Name Surname  About  About  Student's Details	Step 1: Login Fill out the details on the page then click the Log In button.  A confirmation of your appointments will be sent 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 backings  Friday, 17th March Open for backings  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 earliest and latest times  1400 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.



#### Step 5: Choose Teachers

Select the teachers you would like to book appointments with. A green tick indicates they are selected.

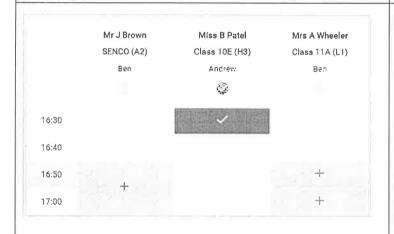
To de-select, click on their name.



#### **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.

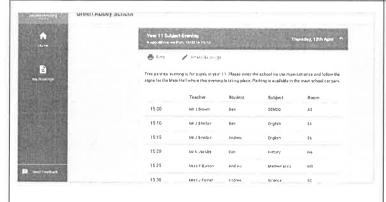


#### **Step 7: Book Appointments**

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*.