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## Ysgol Rhiwabon

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

7<sup>th</sup> February 2024

Dear Parent/Guardian

### Year 10 Parents' Evening – Thursday 22<sup>nd</sup> February 2024

You are warmly invited to attend the Year 10 Parents' Evening at Ysgol Rhiwabon on Thursday 22<sup>nd</sup> February 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 GCSE subject.

Teachers of Year 10 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 Tuesday 27<sup>th</sup> February 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 7<sup>th</sup> February and will close promptly on Wednesday 21<sup>st</sup> February 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

**H Savva**  
Assistant Headteacher

**T Mountford**  
Year 10 Lead Learner

# Parents' Guide for Booking Appointments

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

Welcome to the Green Abbey parents evening booking system. Appointments can be booked via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot

Email: rabbot4@gmail.com      Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name	Surname	Date Of Birth
Ben	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  
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      14:36      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.

### 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 B 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))  
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.

Green Abbey School

Year 11 Subject Evening  
My Bookings (16:00 - 17:00) on 12/04

Print Amend Bookings

The 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 the 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	Mrs D Mumford	Andrew	English	E6
15:20	Ms A. Harrod	Ben	History	H6
15:25	Miss E Burton	Andrew	Mathematics	M2
15:30	Miss J Foster	Andrew	Science	E6

### 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*.