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## Ysgol Rhiwabon

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

21<sup>st</sup> March 2024

Dear Parent/Guardian

### Year 8 Parents' Evening – Wednesday 24<sup>th</sup> April 2024

You are warmly invited to attend the Year 8 Parents' Evening at Ysgol Rhiwabon on Wednesday 24<sup>th</sup> April 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.

Teachers of Year 8 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 10<sup>th</sup> April 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 Thursday 21<sup>st</sup> March and will close promptly on Tuesday 23<sup>rd</sup> April 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

**A Nelson**  
Year 8 Lead Learner

# Parents' Guide for Booking Appointments

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

WELCOME TO THE GREEN HUBBY PARENTS EVENING BOOKING SYSTEM. APPOINTMENTS CAN BE ARRANGED VIA A LINK FROM THE 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

**Students 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 R McManis	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.

### 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*.