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## Ysgol Rhiwabon

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

5<sup>th</sup> May 2026

Dear Parent/Guardian

### Year 8 Parents' Evening – Wednesday 13<sup>th</sup> May 2026

You are warmly invited to attend the Year 8 Parents' Evening at Ysgol Rhiwabon on **Wednesday 13<sup>th</sup> May 2026** 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.

Appointments can be made from Wednesday 6<sup>th</sup> May and will close promptly on Wednesday 13<sup>th</sup> May at noon.

**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

**T Mountford**  
Year 8 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 attended via 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

Students 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.

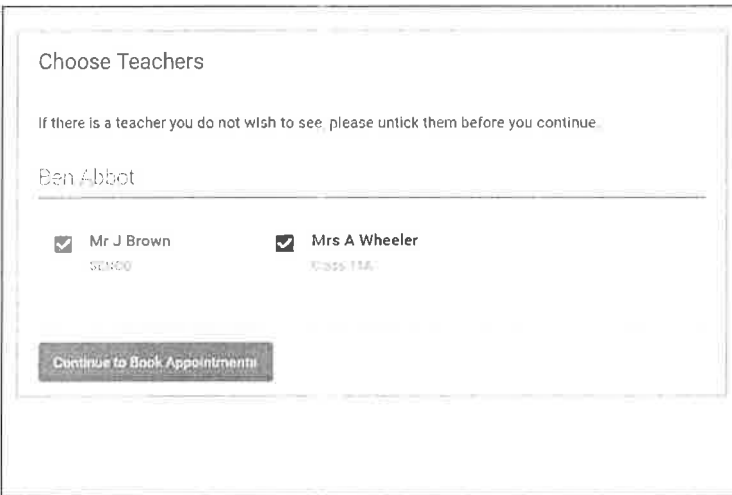
Choose earliest and latest times

14:00 14:36 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.

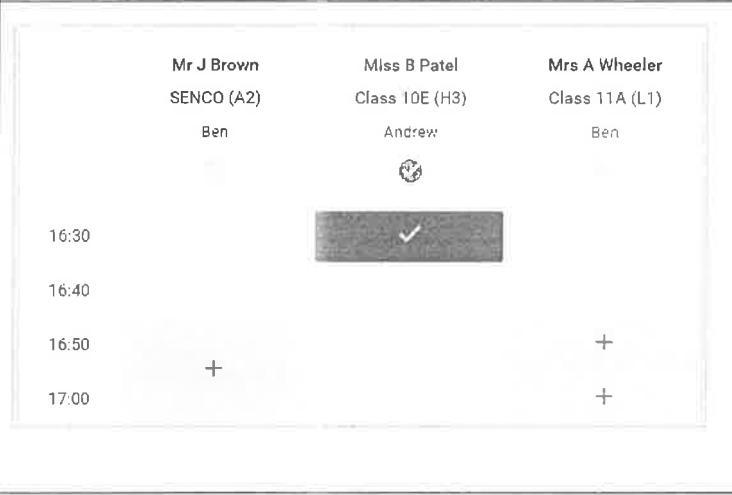
To de-select, click on their name.



**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.

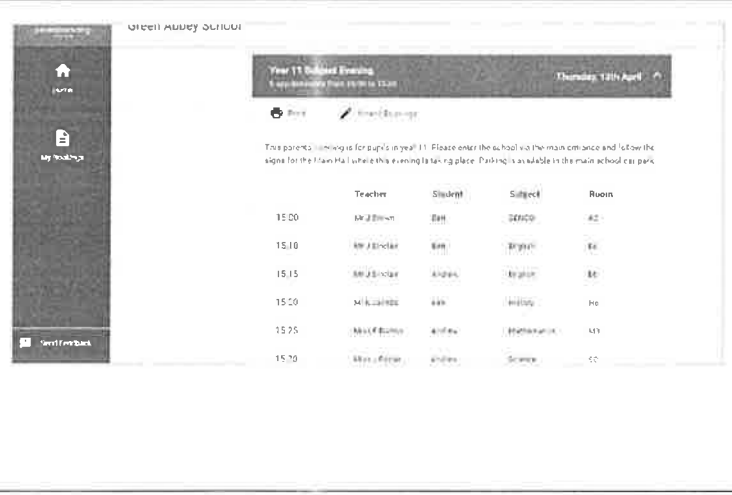


**Step 7: Book Appointments**

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*.