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Ysgol Rhiwabon

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

24th May 2024

Dear Parent/Guardian

Year 7 Parents' Evening – Wednesday 12th June 2024

You are warmly invited to attend the Year 7 Parents' Evening at Ysgol Rhiwabon on Wednesday 12th June 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 7 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 the evening of Monday 3rd June at 12:00 pm and will close promptly on Tuesday 11th June at 12.00pm. **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



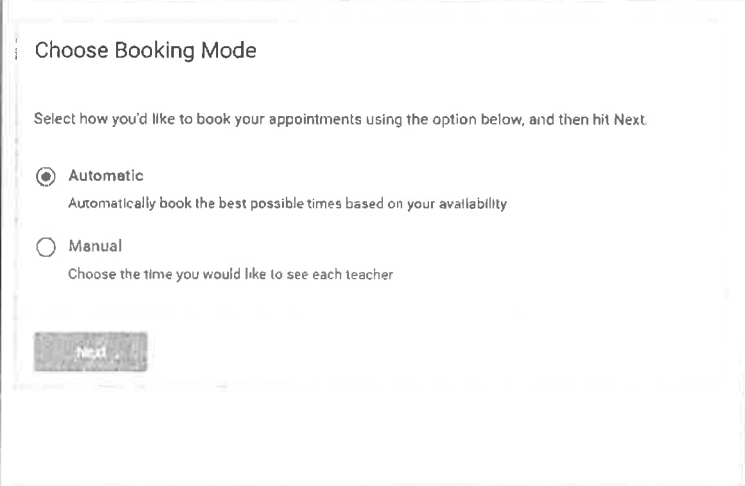
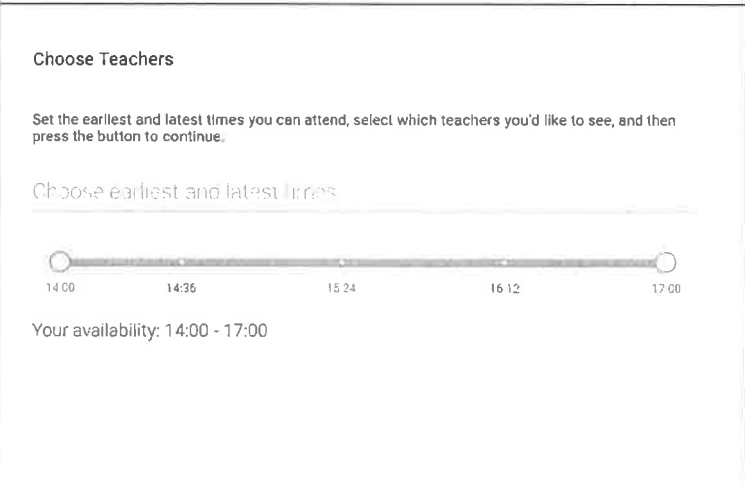
Yours sincerely

J Forman
Assistant Headteacher

V Wright-Davies
Year 7 Lead Learner

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> 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 <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
	<p>Step 4: Select Availability</p> <p>Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.</p>

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
TEACHER

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 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

The 11 Subject Evening Appointments (see table below) Thursday, 28th Sept

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 to take 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	Ben	English	E6
15:20	Mrs B Woods	Ben	History	H6
15:25	Mrs P B Allen	Andrew	Mathematics	M2
15:30	Mrs J Foster	Andrew	Science	S2

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*.