



20 October 2021

Dear Parent/Carer

Year 10 Parents' evening - Online Appointment Booking

I would like to invite you to attend the Year 10 Online Parents' Evening on **November 2nd between 4pm and 6pm**. In these challenging times, we have been unable to organise parents' evenings face to face, so to maintain contact with you at this crucial time, we have organised a 'virtual' event through 'School Cloud' which will allow you to book 4 minute video-calls with your child's teachers between the times noted above.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be a worthwhile experience for you and a good chance to hear about your child's progress but we welcome any feedback.

Appointments can be made from 12 noon on Wednesday 20th October and will close at 12 noon on Tuesday 2nd November. Should you wish to make any changes after this date please contact the pastoral team.

Please visit <https://ysgolaberconwy.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter, as well as a code of conduct, which we respectfully ask you to read and observe on the evening.

You will need the following information to login:

Student's First Name, Student's Surname and their Date of Birth, as well as your own details.

We have posted a variety of useful information to help you with this system on our website here : <https://www.aberconwy.conwy.sch.uk/events/parents-evenings>, but if you need any further assistance, please get in touch.

We look forward to seeing you on the night!

Yours sincerely

Ian Gerrard
Headteacher

INSPIRE | SUPPORT | SUCCEED

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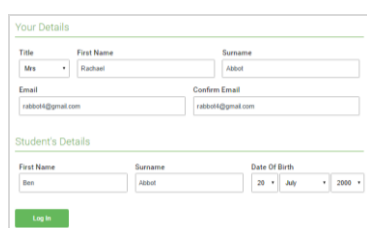
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BUDDSODDWYR | INVESTORS
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Parents' Guide for Booking Appointments

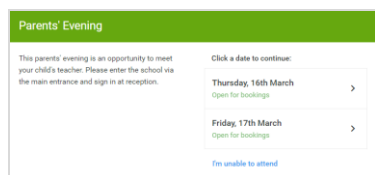
Browse to <https://ysgolaberconwy.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button.

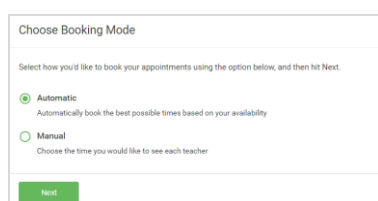
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

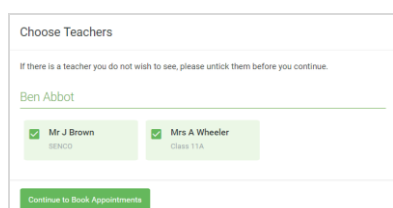
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

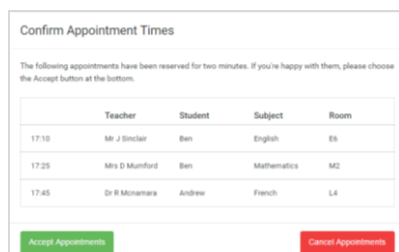
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

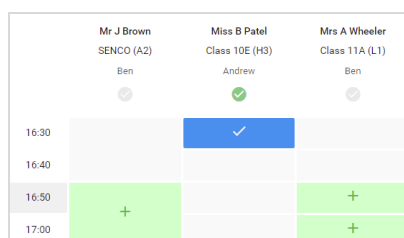


Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr B Monnans	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't 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 5b).



Step 5b (Manual): 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



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Step 6: 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*.



Protocol for Virtual Parents Evenings

As virtual parents evening are new to us we thought it important to establish some ground rules so that all participants are following the same protocol which should ensure everyone's wellbeing.

- Conversations should take place in appropriate rooms eg kitchen, lounge, study and not in a bedroom
- All participants should be appropriately attired as they would be for a real-life face to face meeting
- No conversations should be recorded
- If you are using a device with eg FaceTime or WhatsApp to enable both parents from different households to attend simultaneously please flag this up to the teacher as a matter of courtesy at the start of the conversation
- Both teachers and parents have the choice of using audio or video
- As in real life, your son/daughter is welcome to attend
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time
- The first 30 seconds of each conversation allows for a short break for the teacher who will initiate the conversation at some point when they are ready during this time
- Ysgol Aberconwy is often commended for the very positive, constructive relationships between staff and parents and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.