

11th October 2022

Dear parent/carer,

SUBJECT: Year 7 Tutor Chat (Thursday 20th October 2022)

We would like to invite all Year 7 parents/carers to our 'Tutor Chat' so you can find out about your child's progress here at Risedale and how they are settling in. The Tutor Chat will take place **in person, in the main school hall** at Risedale and you are welcome to bring your child with you if you wish.

Your child's tutor will be available between **3:15pm and 5:15pm** for a **5 minute appointment** which you can **book using the School Cloud** system. Members of the Risedale Senior Leadership Team (SLT), Mrs Wright (Year Team Manager), Miss Burke (SENCo) and Miss McCool (Assistant SENCo) will also be available.

- The booking system will **OPEN** at **8am on Wednesday 12th October**.
- The booking system will **CLOSE** at **9am on Thursday 20th October**.
- The event itself will take place in the main school hall between 3:15pm-5:15pm on Thursday 20th October.

PLEASE NOTE: If you are unable to make an appointment with your child's tutor either because they are unavailable for the evening or there are no appointments left and you have any questions or concerns, please do contact the teacher directly by [email](#) or ring the school. We are always pleased to hear from you and happy to help.

Making an appointment - School Cloud

Once your booking window is open (see above for specific times/dates), to log in and make your appointments, please go to <https://risedalecommunitycollege.schoolcloud.co.uk>. You will need to enter your name and email address, together with the name and date of birth of your child. A short guide to the appointment booking process can be found on pages 2-3 of this letter.

If you experience any problems logging on or making appointments, please contact the school and we will be happy to assist you.

We look forward to seeing you there,



Mrs S Matthewman

Deputy Headteacher



Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs | First Name: Richard | Surname: Abbot

Email: r.abbot@risc.ac.uk | Confirm Email: r.abbot@risc.ac.uk

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 28 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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
In-person & video call
Open for bookings
- Tuesday, 14th September
In-person
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'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.

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

11:00 14:30 15:24 15:12 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** (08:00)
- Mrs A Wheeler** (07:00 - 17:00)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

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

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
17:13 Mr J Spector	Ben	English	6A
17:28 Mrs D Mumford	Ben	Mathematics	6A
17:43 Dr R Morimasa	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 6: Book Appointments (Automatic)

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.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
15:30		✓	
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.

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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			In person
Print	Amend Bookings	Subscribe to Calendar	
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
September Parents Evening			Monday, 13th September
2 appointments from 16:00 to 16:45			Video call
September Parents Evening			Monday, 13th September
2 appointments from 15:00 to 15:45			In person

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*.