



RISEDALE
A family of learners

RISEDALE SCHOOL

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Tuesday 22nd November 2022

Dear parent/carer,

SUBJECT: Year 10 Virtual Parents' Evening (Thursday 1st December)

We would like to invite all Year 10 parents/carers to a Virtual Parents' Evening on Thursday 1st December. The parents' evening will take place **online via a video conference call**. We hope that you and your child will attend the evening together so you can find out more about their progress and further support them in their GCSE studies here at Risedale.

- The booking system will **OPEN** at **8am on Wednesday 23rd November**.
- The booking system will **CLOSE** at **9am on Thursday 1st December**.
- The event will take place online between 3:15pm and 6:15pm on Thursday 1st December.

PLEASE NOTE: If you are unable to make an appointment with a teacher, 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 your appointments - School Cloud

To log in and make your appointments for the parents' evening, please go to <https://risedalecommunitycollege.schoolcloud.co.uk>. You will need to enter your name and an email address (so that your list of appointments can be sent to you), 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 and information about how to attend appointments over video call can be found [HERE](#).

Appointments will be limited to 5 minutes with a 1 minute gap in between. Please join promptly as the appointments are managed by the School Cloud software directly and will be ended automatically after the allotted time, even if you do not join at the beginning of your slot.

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

We look forward to seeing you there,

Ms A Benson
Year Team Manager KS4

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Year 10 Virtual Parents' Evening
Thursday 1st December 2022
3:15pm - 6:15pm

tes Parents' Meetings
Powered by schoolcloud



Parents' Guide for Booking Appointments

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

Your Details

Title: Ms First Name: Rachael Surname: Abbot

Email: rachael@pmat.com Confirm Email: rachael@pmat.com

Student's 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.

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 14:06 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 (EN00)
- Mrs A Wheeler (EN01)

[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 Stecker	Ben	English	EN
17:25 Mrs D Munkland	Ben	Mathematics	M0
17:45 Dr R Morimasa	Ashley	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		✓	
15:40			
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
7 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
3 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*.