

Wednesday 1st February 2023

Dear parent/carer,

SUBJECT: Year 11 Consultation Evening (Thursday 9th February 2023)

We would like to invite all Year 11 parents/carers to a subject consultation evening on Thursday 9th February. The consultation evening will take place **in person, in the main school hall** at Risedale. We really 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 studies in this critical GCSE year.

Your child's teachers will be available between **3.15pm and 6.15pm** for **5 minute appointments** which you can **book using the School Cloud** system.

- The booking system will **OPEN** at **8am on Thursday 2nd February**.
- The booking system will **CLOSE** at **9am on Thursday 9th February**.
- The event itself will take place in the main school hall between 3.15pm - 6.15pm on Thursday 9th February.

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 contact the teacher directly by [email](#). We are always pleased to hear from you and happy to help.

Miss Burke (SENCo) and Miss McCool (Assistant SENCo) will be present at the consultation evening but will only be meeting parents in their capacity as subject teachers. Individual SEND review meetings will take place after the half-term holiday for all Year 11 pupils currently on the SEND register. In the meantime, if you have any concerns or questions for the SEND team please email send@risedale.org.uk.

Ms Benson (Year Team Manager) will be available to speak to without an appointment on the night, as will members of the Risedale Senior Leadership Team (SLT) when they do not have appointments with members of their own classes.

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,



Ms Benson
KS4 Year Team Manager



Parents' Guide for Booking Appointments

Browse to <https://risedalecommunitycollege.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: 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'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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 Mrs Bina Patel | Jason Aaron | Religious Education | |
| September Parents Evening | Monday, 13th September | Video call | |
| 2 appointments from 16:00 to 16:45 | | | |
| September Parents Evening | Monday, 13th September | In person | |
| 2 appointments from 15:00 to 15:45 | | | |

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*.