



RISEDALE
A family of learners

RISEDALE SCHOOL

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15th October 2021

Dear parent/carer,

SUBJECT: Year 7 Tutor Chat

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 3.00pm and 5.00pm for a 5 minute appointment which you can book using the School Cloud system. Members of the Risedale Senior Leadership Team (SLT), Miss Burke (SENCo) and Miss McCool (Assistant SENCo) will also be available.

7Knight, 7Roberts and 7Vizor:

Ms Knight, Miss Roberts and Miss Vizor will be holding their Tutor Chats on Thursday 21st October 3.00pm to 5.00pm. The appointment booking window will open at 8am on Monday 18th October and will be available for you to make your appointment until 2pm on 21st October.

7Sandell:

Mr Sandell is currently on paternity leave and his Tutor Chat will take place after the half term holiday on Thursday 4th November 3.00pm to 5.00pm. The appointment booking window will open at 8am on Monday 1st November and will be available for you to make your appointment until 2pm on 4th November.

If you are unable to make an appointment with your child's tutor because you are unavailable on the particular evening and you have any questions or concerns, please do contact the tutor directly by email or ring the school.

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 an email address, together with the name and date of birth of your child. A short guide to the appointments booking process can be found on page 2 of this letter.

If you experience any problems with logging on or making appointments, please contact the school who 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/>

The 'Your Details' form contains two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot@pmat.com), and Confirm Email (rabbot@pmat.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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.

The 'Parents' Evening' form has a green header. It contains a paragraph: 'This parents evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' Below this are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right arrow. At the bottom is a link: '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*.

The 'Choose Booking Mode' form has a green header. It contains the text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio buttons: 'Automatic' (selected) and 'Manual'. Below 'Automatic' is the text: 'Automatically book the best possible times based on your availability.' Below 'Manual' is the text: 'Choose the time you would like to see each teacher.' A green 'Next' button is at the bottom.

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.

The 'Choose Teachers' form has a green header. It contains the text: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below this is the name 'Ben Abbot'. There are two checkboxes: 'Mr J Brown' (checked) and 'Mrs A Wheeler' (checked). A green 'Continue to Book Appointments' button is at the bottom.

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.

The 'Confirm Appointment Times' form has a green header. It contains the text: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below this is a table with columns: Teacher, Student, Subject, Rooms.

Teacher	Student	Subject	Rooms
Mr J Stecker	Ben	English	E6
Mrs D Muefsted	Ben	Mathematics	M2
Dr R Monahan	Andrew	French	L4

At the bottom are two buttons: 'Accept Appointments' (green) and 'Cancel Appointments' (red).

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).

The manual booking grid shows three teachers: Mr J Brown (SEMCD (A2)), Miss B Patel (Class 10E (H3)), and Mrs A Wheeler (Class 11A (L1)). The grid has time slots from 16:30 to 17:00. A blue checkmark is in the 16:30 slot for Miss B Patel. Green plus signs are in the 16:50 and 17:00 slots for Mr J Brown and Mrs A Wheeler. Grey cells are in the 16:30 slot for Mr J Brown and Mrs A Wheeler, and the 16:40 slot for Miss B Patel.

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.

The 'My Bookings' page shows a list of bookings with columns: Teacher, Student, Subject, Rooms, and Status. The bookings are: 16:30 Mr J Brown Ben English OK, 16:30 Miss B Patel Ben English OK, 16:50 Mr J Brown Ben English OK, 16:50 Mrs A Wheeler Ben English OK, 17:00 Mrs A Wheeler Ben English OK, 17:00 Mrs A Wheeler Ben English OK.

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*.