



Monday 19th June 2023

Dear parent/carer,

SUBJECT: Year 7 Virtual Parents' Evening (Thursday 29th June)

We would like to invite all Year 7 parents/carers to a Virtual Parents' Evening on Thursday 29th June. 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 studies here at Risedale.

- The booking system will **OPEN** at **8am on Thursday 22nd June**.
- The booking system will **CLOSE** at **9am on Thursday 29th June**.
- The event will take place online between 3:15pm and 6:15pm on Thursday 29th June.

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 and we will be happy to assist you.

We look forward to seeing you there,

Mrs S Wright

Year Team Manager KS3

Wright.S@risedale.org.uk



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 | | ✓ | |
| 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 | | 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*.