

Thursday 6th January 2022

Dear parent/carer,

SUBJECT: Year 8 Virtual Parents' Evening (Thursday 13th January)

We would like to invite all Year 8 parents/carers to a Virtual Parents' Evening on Thursday 13th January. The parents' evening will take place **online via a video conference call**. 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 here at Risedale.

- **The booking system will OPEN** at 8am on Friday 7th January
- **The booking system will CLOSE** at 9am on Thursday 13th January
- **The event itself will take place** on Thursday 13th January 3:30pm and 5:30pm

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](mailto:enquiries@risedale.org.uk) 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 appointments booking process can be found on page 2 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.

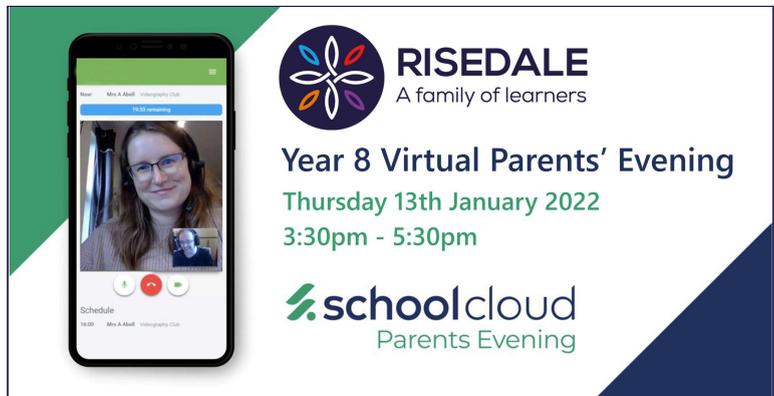
If you experience any problems with logging on or making appointments, please contact the school who will be happy to assist you.

We look forward to seeing you there,

J Yates

Mr J Yates

Deputy Headteacher



The graphic features a smartphone displaying a video call interface with a woman on the screen. To the right of the phone is the Risedale School logo and text: "RISEDALE A family of learners". Below this, it says "Year 8 Virtual Parents' Evening Thursday 13th January 2022 3:30pm - 5:30pm". At the bottom right is the "schoolcloud Parents Evening" logo.

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbott

Email: rabs04@gmail.com, Confirm Email: rabs04@gmail.com

Student's Details

First Name: Ben, Surname: Abbott, Date Of Birth: 20 July 2000

Login

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.

Parents' Evening

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.

Click a date to continue:

Thursday 16th March
Open for bookings

Friday 17th March
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

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

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.

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
Mr J Wheeler	Ben	English	E6
Mrs B Skuseford	Ben	Mathematics	M2
Dr R Mochamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

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).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00	+		+

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.

My Bookings

This page displays the appointments you have booked. You can print these appointments or click on the appointment to view the details.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs B Skuseford	Ben	Mathematics	M2
Dr R Mochamara	Andrew	French	L4

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*.