



Wednesday 17th January 2024

Dear parent/carer,

SUBJECT: Year 8 Consultation Evening (Thursday 25th January 2024)

We would like to invite all Year 8 parents/carers to a subject consultation evening on Thursday 25th January. 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 to discuss their progress and gain further support for their studies.

Your child's teachers will be available between **3:30pm and 6pm** for **5 minute appointments** which you can **book using the School Cloud** system.

- The booking system will **OPEN** at **8:00am on Thursday 18th January**.
- The booking system will **CLOSE** at **9:00am on Thursday 25th January**.
- The event itself will take place in the main school hall between 3:30pm - 6pm on Thursday 25th January.

If you are unable to make an appointment with a teacher due to their availability or if there are no appointments left, please contact the teacher directly via [email](#). We are always happy to hear from you and provide assistance.

I and members of the Risedale Senior Leadership Team (SLT) will be available to speak with you without an appointment on the night, unless we have appointments with members of our 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 at the consultation evening.

Yours sincerely,

Mrs S Wright
KS3 Year Team Manager

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
16:30		✓	
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 Miss Bina Patel	Jason Aaron	Religious Education	
September Parents Evening 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September 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*.