

Annwyl Rieni/Gwarchodwyr,

Bydd yr ysgol yn cynnal noson rithwir i rieni ar ddydd **Mawrth yr 8fed a dydd Mercher y 9fed o Dachwedd rhwng 1.30yh and 6yh**

Mae nosweithiau rhieni yn ddigwyddiad pwysig sy'n eich galluogi chi fel rhieni a gofalwyr i drafod cryfderau a gwendidau eu plentyn, rhannu pryderon, a chymryd rhan weithredol yn eu haddysg.

Rydym wedi penderfynu cynnal apwyntiadau rhithwir eto eleni. Bydd yr ysgol yn defnyddio meddalwedd 'school cloud', mae hon yn system gwneud apwyntiadau ar-lein hawdd ei ddefnyddio. Mae hyn yn caniatáu i chi ddewis eich amseroedd apwyntiad eich hun gydag athrawon a byddwch yn derbyn e-bost yn cadarnhau eich apwyntiadau.

Gellir gwneud apwyntiadau o'r **14eg o Hydref a byddant yn cau ar y 28ain o Hydref.**

Ewch i <https://ysgolrhydygrug.schoolcloud.co.uk/> i wneud apwyntiadau.

Mewngofnodwch gyda'r wybodaeth ganlynol:

Eich manylion gan gynnwys cyfeiriad e-bost:

Enw Cyntaf eich plentyn:

Cyfenw'r plentyn:

Dyddiad Geni eich plentyn:

- Mae canllaw byr ar sut i ychwanegu apwyntiadau wedi'i gynnwys gyda'r llythyr hwn ac isod ceir dolen i fideo sy'n dangos sut i drefnu apwyntiad gydag athro/athrawon eich plentyn.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Dear Parents/Guardians,

The school will be holding a virtual parents evening on **Tuesday the 8th and Wednesday the 9th of November between 1.30pm and 6pm.**

Parents' evenings are important events which **enable you as parents and carers to discuss your child's strengths and weaknesses, share concerns**, and take an active part in their education.

We have decided to hold virtual appointments again this year. The school will be using the school cloud software, this is an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from the **14th of October and will close on the 28th of October.**

Please visit <https://ysgolrhydygrug.schoolcloud.co.uk/> to book your appointments.

Login with the following information:

Your details including email address:

Student's First Name:

Student's Surname:

Child's Date of Birth:

- A short guide on how to add appointments is included with this letter and below is a link to a video demonstrating how to book an appointment with your child's teacher/teachers.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Parents' Guide for Booking Appointments

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

Welcome to our Green Academy parents evening booking system.
Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname
Mrs Rachael Abbot

Email Confirm Email
rabbot4@gmail.com rabbot4@gmail.com

Student's Details

First Name Surname Registration Class
Ben Abbot 11A

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.

September Parents Evening

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.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

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

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

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.

01:20 Please confirm your appointments within 2 minutes

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
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Morimara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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 (H3) 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			Monday, 13th September
2 appointments from 16:00 to 16:45			Video call
September Parents Evening			Monday, 13th September
2 appointments from 15:00 to 15:45			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*.