Annwyl Rieni/Gwarchodwyr,

## Bydd yr ysgol yn cynnal noson rithwir i rieni ar ddydd **Mawrth yr 8fed rhwng 9.30yh and 6yh 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 <u>https://ysgolrhydygrug.schoolcloud.co.uk/</u> 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 <a href="https://ysgolrhydygrug.schoolcloud.co.uk/">https://ysgolrhydygrug.schoolcloud.co.uk/</a>

Your Details				
Title Fir	le First Name		Sumame	
Mrs • R	achael	Abbot		
Email		Confirm Email		
rabbot4@gmail.com		rabbot4@gmail.com		
Student's Detai	Surname		Registration Class	
	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.

#### eptember Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th	Click a date to continue	
September. Note that on the 13th there will be sessions available both in-person and via video call.	Monday, 13th September In-person & video call Open for bookings	>
	Tuesday, 14th September In-person Open for bookings	>

#### 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

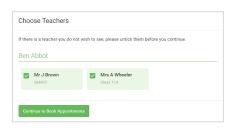
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



#### 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.

onfirm Appointment Times						
	ppointments have been re- on at the bottom.	served for two min	utes. If you're happy wi	th them, please choose		
	Teacher	Student	Subject	Room		
7:10	Mr J Sinclair	Ben	English	E6		
7:25	Mrs D Mumford	Ben	Mathematics	M2		
7:45	Dr R Monamara	Andrew	French	L4		

#### 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.



#### **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.

	ber Parents Evening ments from 16:15 to 16:45		Tuesday, 14th September In-person
🖶 Print	Amend Bookings	Subscribe to C	alendar
	v parents and teachers to disc he 13th there will be sessions		e place on 13th and 14th September. and via video call.
	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education
	ber Parents Evening ments from 16:00 to 16:45		Monday, 13th September Video cali
	ber Parents Evening		Monday, 13th September

#### 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.