



26<sup>th</sup> November 2020

Dear Parent/Guardian,

## Parents Evening Autumn Term 2020

We are pleased to invite you to meet your child's class teacher on **either Tuesday 1<sup>st</sup> December or Wednesday 2<sup>nd</sup> December 2020**. The purpose of the meeting is to talk about how your child has settled into their year group and to discuss how we can make further progress.

Unfortunately, due to Covid19 restrictions we are unable to invite all of you into school. We therefore ask that you make an online video call with your child's teacher. Please follow the guidance and make an appointment using the following guide:

### Online Appointment Booking

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time with the class teacher and you will receive an email confirming your appointment.

If you wish to make any changes to your appointment booking at a later date please contact the school office. Appointments will last a maximum of 8 minutes to ensure teachers have an opportunity to speak with all of their class. Should you feel the need to discuss any areas further please contact the school office to make another appointment with the class teacher for a later date.

Please visit <https://ysgolcwmbrombil.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter and a guide on how you attend the appointments can be found here: <https://bit.ly/onlinePEguide>

You will need the following information to make your appointment:

Student's First Name.  
Student's Surname.  
Date of Birth.

Please contact the school office to make school aware if you are having difficulty with booking your parents evening appointment.

Yours sincerely,  
*S Clarke*  
Mr S Clarke  
Headteacher

HEADTEACHER:

MR. S. CLARKE

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MARGAM  
PORT TALBOT  
SA13 2AN

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[@ysgolcwmbrombil](https://twitter.com/ysgolcwmbrombil) 

# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs | First Name: Rachel | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

## 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 Abbot

- 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 |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben     | English     | E6   |
| 17:25 | Mrs D Mumford | Ben     | Mathematics | M2   |
| 17:45 | Dr R Monamara | 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<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 | ○                               | ○  | ○                                      |
| 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.

# Parents' Guide for Booking Appointments

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



Page 11: My Bookings  
My Bookings (14th April)

This page shows bookings for pupils in year 11. Please refer to the subject on the main address and follow the sign for the year 11 when the booking is being done. Booking is available in the main school on year 11.

| Teacher | Student    | Subject | Booked |
|---------|------------|---------|--------|
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |
| 11-11   | 11-11-1111 | Maths   | Booked |

## 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*.