



12th November 2020

Dear Parent/Guardian,

Meet the Form Teachers

We are pleased to invite you to meet your child's form tutor on **Thursday 19th November**. The purpose of the meeting is to talk about how your child has settled into life at Ysgol Cwm Brombil 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 form 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 times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Friday November the 13th and will close on Tuesday 17th November at 3pm. Should you wish to make any changes after this date please contact the school office. Appointments will last a maximum of 5 minutes to enable form tutors to speak with all of their class.

While we realise that 5 minutes may not seem like a lot of time, should you wish to raise anything further following the appointment, you can contact Mrs Tomkins, Head of Year 7 by phoning or emailing the school.

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.
Form teacher.

If you do not have access to the internet, please contact the IT department: itsupport@ysgolcwmbrombil.co.uk who will be happy to add appointments on your behalf.

Yours sincerely,

S Clarke

Mr S Clarke
Headteacher

HEADTEACHER:

MR. S. CLARKE

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PORT TALBOT
SA13 2AN

www.ysgolcwmbrombil.co.uk

TEL: (01639) 760110

EMAIL: ysgolcwmbrombil@npt.school

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

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

Your Details

Title: Mrs, First Name: Rachael, 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 unlick 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 Minamara	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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30: Miss B Patel (Class 10E (H3)) - Booked

16:40: Miss B Patel (Class 10E (H3)) - Booked

16:50: Mr J Brown (SENCO (A2)) - Available (+), Mrs A Wheeler (Class 11A (L1)) - Available (+)

17:00: Mr J Brown (SENCO (A2)) - Available (+), Mrs A Wheeler (Class 11A (L1)) - Available (+)

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.

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*.

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