

April 2022

Re: Year 8 Parents Evening

Dear Families,

Following on from the successful launch of our new system for 'virtual parents evenings' last year, I'm pleased to confirm that our Year 10 Parents Evening will go ahead as planned on **Thursday 28th April** from **4.00pm until 7.00pm**. All your child's subject teachers will be available for consultation to discuss their progress. All meetings will take place virtually over 'SchoolCloud'.

Using this system allows you to have a video call with each class teacher although if you would prefer, you can select not to have your camera on. All meetings will last for 5 minutes and you will have a 1 minute break in between each appointment. All meetings will cut off after the 5 minutes have expired, although you will see a warning on your screen to advise you of this. If there is a matter that is likely to take longer than this, please arrange a separate appointment with the teacher concerned or with Mrs Battersby. If you would like to speak to a member of the senior leadership team or your child's Key Stage Leader, please telephone school and we can arrange this for you.

Please click on this link to begin booking appointments for your child.

<https://raynerstephens.schoolcloud.co.uk/>

We look forward to discussing your son/daughter's progress and working together to share how we can further increase their success at Rayner Stephens High School. This is especially important as your child enters their most crucial time at school. Should you be unable to attend on this evening but would still like the opportunity to discuss your child's progress, please phone the school and ask to speak with their Form Tutor.

Yours sincerely



Mrs Z Lund
Assistant Headteacher Inclusion

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbo4@gmail.com), and Confirm Email (rabbo4@gmail.com). The 'Student's Details' section includes fields for First Name (Ben), Surname (Abbot), and Date Of Birth (20 July 2000). A green 'Log In' button is at the bottom.

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.

The screenshot shows a green header 'Parents' Evening'. Below it, there is a text block: '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.' To the right, there is a section 'Click a date to continue:' with two options: 'Thursday, 16th March' (Open for bookings) and 'Friday, 17th March' (Open for bookings). A blue link 'I'm unable to attend' is at the bottom.

Step 2: Select Parents' Evening

Click on the date you wish to book.

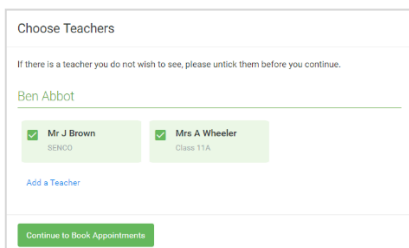
Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a section titled 'Choose Booking Mode'. Below the title, it says 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (Automatically book the best possible times based on your availability) and 'Manual' (Choose the time you would like to see each teacher). A green 'Next' button is at the bottom.

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.

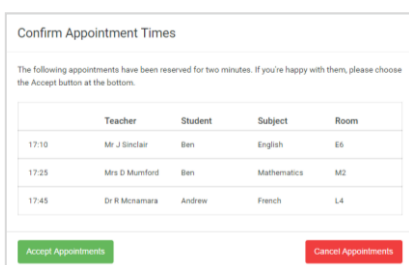


Step 4: Choose Teachers

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.

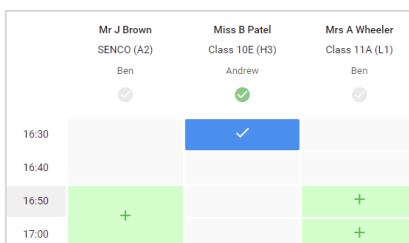
You may book other teachers not listed on the screen by clicking *Add a Teacher*.



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).



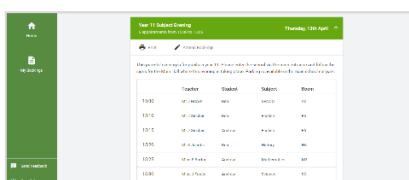
Step 5b (Manual): Book Appointments

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*.