



18th January 2021

Dear Parent, Guardians and learners.

On 21st January, Ysgol Bryn Elian will be holding a Sixth Form Open Evening. With current restrictions, our normal provision is unavailable so we have tried to provide you with a taster of the courses we offer and an opportunity to speak to some of the subject teachers too.

On the school website, you will see a link to our school prospectus, detailing the courses we provisionally offer and a link to the Conwy Linc prospectus courses. All secondary schools in Conwy are part of the Conwy Linc, where courses run at different schools and colleges on a Wednesday. Transport is provided for learners to go from one school to the other, widening the choice of options for all. Please be aware that should you wish to take a Linc course, you can only take one, even the ones running at YBE, as they all take place on the same day.

In addition to the prospectus, teaching staff have made videos providing further details about their subjects, including, where possible, the views of current learners. We also have videos from Mr Punshon, Director of Sixth Form, Mr Humphreys, Headteacher and our Head Boy and Girl. Please have a look through the videos and watch the ones that are of interest to you.

On Thursday 21st January itself, teachers who teach the subjects in the Sixth Form will be available online to discuss the courses with you (there will be no one available to discuss History, please use the contact details in the prospectus if you wish to discuss the course further). All you need to do is book an appointment following the instructions below. Before you do, make sure you've read all of the information about the course itself, so that you have time to discuss any questions you have.

To be able to make appointments, we have to have an up-to-date and accurate parent e-mail address. Please contact the school for further support if you are struggling to make appointments.

Following the Open Evening, we will begin to trawl option choices amongst Year 11 so we can finalise our offer to you – not all courses in the prospectus will run, it will depend on numbers and interest. You will be updated regularly on your Year group Team, so keep a close eye on there.

So, read the prospectus, watch the videos and make appointments! It would be lovely to speak to as many of you as possible so we can help support and guide you through the next part of your journey. If you have any questions, please feel free to contact your Learning Manager, or myself and we will help where possible.

Finally, I hope you are all keeping well and staying safe during this difficult time. We miss having you in school and seeing you daily. Let's hope we see you soon, when it is safe to do so.

Yours sincerely,

Mrs L. Hastings

Deputy Headteacher



Parents' Guide for Booking Appointments KS5 Options Evening

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

	<p>Step 1: Login Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide. Contact tc@brynelian.conwy.sch.uk if you need to update your email address on the school system.</p>
	<p>Step 2: Select Parents' Evening Click on the 'Sixth Form Options Evening' to book appointments with teachers that you have questions for. Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode Choose <i>manual</i> mode so that the system doesn't make an appointment with every single teacher. You only need to meet with those representing the subjects that you wish to study.</p>
	<p>Step 4: 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.</p>
	<p>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).</p>
	<p>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 <i>Delete</i>. Then choose an alternate time.</p>



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*.