



Year 9 Parents and Options Evening 2020-21

Dear Parent/Guardian,

I am writing to you with information about the upcoming Parents and Options Evening for those with children in Year 9.

Due to Coronavirus restrictions, we are unable to run the evening as we would normally, with face to face meetings, so we are offering a 'Virtual Parents Evening' to be held online via video calls.

Appointments can be made and attended via a website on a desktop or mobile device and no software is required to be downloaded. Each appointment will be five minutes in length in order to allow our teachers to see as many parents as possible and answer questions. As this is a relatively short period of time, the appointments will begin with the teacher giving information about the pupil and then there will be a short period of time for a few questions. There will be a timer on the screen that will indicate how long is left in the meeting, the call will end once it reaches zero and then your next appointment will load up.

The dates for the evening are as follows:

Tuesday 23rd February 2021 (4pm to 5pm): Mrs C Wallis (PE) only.

Wednesday 24th February 2021 (4pm to 5:30pm): Mr N Rees (History) and Miss L McHugh (Art and PSE) only.

Thursday 25th February 2021 (4pm to 6pm): All other teachers of Year 9.

In order to register for and take part in the parents evening, you will need to go to the following website:

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

To register, you will need to fill in the details and click the green 'Log in' button. The email that you enter must match what is held on SIMS in school or you will be unable to log in. If this happens, you should contact tc@brynelian.conwy.sch.uk in order to check your details. Having an updated email address will also mean that you will receive an invitation to the **SIMS Parent App**, that was launched in December.

I have included a short parents' guide for booking appointments in this letter to help you with booking appointments if required. Booking will be on a first come, first served basis and will be open **until 3pm on Wednesday 24th of February**. With this in mind, I ask that you prioritise which teachers you wish to see. **There is also a video guide to help you through the booking process and the link is after the written guide.**

Yours Sincerely

R J Render
Assistant Head



Parents' Guide for Booking Appointments



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

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. If you are unable to login, please email tc@brynelian.conwy.sch.uk so that we can check that we hold up to date details.

Step 2: Select Parents' Evening

Click on the date you wish to book for.

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

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.



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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Moramara	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
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
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.

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Ben	French	L4

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*.

On the evening(s) of your appointments, please login in advance of your first appointment to avoid any chance of missing the appointment with technical issues.

Video Link: <https://youtu.be/dEsHwQTDoV8>