



Year 8 Parents Evening 2020-21

Dear Parent/Guardian,

I am writing to you with information about the upcoming Parents Evening for those with children in Year 8.

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 three minutes in length in order to allow our teachers to see as many parents as possible. As this is such a short period of time, the appointments will be more of an information giving meeting, rather than a question and answer session that we have become accustomed to. 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 5th January 2021 (4pm to 5pm): Mrs C Wallis (PE) only.

Wednesday 6th January 2021 (4pm to 5pm): Mr N Rees (History) and Miss L McHugh (Art) only.

Thursday 7th January 2021 (4pm to 6pm): All other teachers of Year 8.

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 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 the school reception 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 recently.

I have included a short parents' guide for booking appointments on the reverse of this letter to help you with booking appointments if required. Booking will be on a first come, first served basis and will open at 12pm on Friday 11th December. With this in mind, I ask that you prioritise which teachers you wish to see.

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. The email you enter must match the email that is held on the school system. If you are unable to login, you should contact the school reception to check which email address is held on the school system

A confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book. Most teachers will be available on Thursday 7th January. Mr N Rees (History) and Miss L McHugh (Art) will be available on Wednesday 6th January only and Mrs C Wallis will be available on Friday 8th January only.

Unable to make 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.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mansford	Ben	Mathematics	M2
Dr R Monaghan	Andrew	French	L4

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.

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*.