



### **Year 11 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 11.

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 **four 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. **Teachers will not be informing parents of pupil grades for this summers Centre Determined Grades, as we currently do not have enough information or guidance from examination boards.**

The dates for the evening are as follows:

**Wednesday 3<sup>rd</sup> March 2021 (4pm to 5:30pm): Mr N Rees (History)**

**Thursday 4<sup>th</sup> March 2021 (4pm to 6pm): All other teachers of Year 11.**

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

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

To log in, 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](mailto: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 from **8am on Wednesday 10<sup>th</sup> of February until 4pm on Thursday 4<sup>th</sup> of March**. With this in mind, I ask that you prioritise which teachers you wish to see.

Yours Sincerely

R J Render  
Assistant Head



**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: 29 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. Your details and the students details must match what we hold on our system. If you have any difficulties, you should contact [tc@brynelian.conwy.sch.uk](mailto:tc@brynelian.conwy.sch.uk) to check that we hold accurate details.

**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 untick them before you continue.

Ben Abbot

Mr J Brown  
 Mrs A Wheeler

[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	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	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 (HS) Andrew	Mrs A Wheeler Class 11A (L1) Ben
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.

Date	Teacher	Subject	Status
16:30	Mr J Brown	SEN	Booked
16:40	Mr J Brown	SEN	Booked
16:50	Mr J Brown	SEN	Booked
17:00	Mr J Brown	SEN	Booked
17:10	Mr J Brown	SEN	Booked
17:20	Mr J Brown	SEN	Booked
17:30	Mr J Brown	SEN	Booked
17:40	Mr J Brown	SEN	Booked
17:50	Mr J Brown	SEN	Booked
18:00	Mr J Brown	SEN	Booked

### 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.