

15 January 2025



"Giving our Best"  
"Yn rhoi o'n gorau"

Dear Parent/Carer

**Year 8 Online Parents' Evening Wednesday 29<sup>th</sup> January 2024 3:15pm – 7:00pm  
Online Appointment Booking**

I would like to invite you to attend our Online Parents' Evening on Wednesday 29<sup>th</sup> January 2025. This is an evening which will provide you with an opportunity to discuss your child's progress and targets.

We will continue with the online parents' evening for year 8 this year following positive feedback from parents. The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Previous feedback has been very positive regarding the online sessions, and we expect it to be successful for year 8 this year. Appointments can be made from Thursday 16<sup>th</sup> January at 5pm and will close on 28<sup>th</sup> January 2025 at 4pm. To ensure that staff can see as many parents as possible and to give meaningful input, each appointment will last a maximum of 5 minutes with a minute break between each appointment. Many staff teach many year 8 pupils and therefore parents will be able to make a maximum of 8 appointments. We recommend that you make appointments with the teachers of English, maths, science, Welsh and one each of the humanities, creative and technology. Teachers of PE, French, music, art and digital technology will also be available if you particularly wish to speak to them, but appointments may be limited as teachers in these subjects deliver lessons to many different classes in the same year group. Should you wish to make any changes to your bookings after 28<sup>th</sup> January or if you have any queries, please contact the data manager Mrs Emily Jones on [Emily.Jones2@bryngwyn.cymru](mailto:Emily.Jones2@bryngwyn.cymru) or 01554 750661. If you are unable to attend, please can you cancel your appointments so that these can be reallocated.

We suggest that your child joins you for the meetings so that they can hear the information provided by the teachers. We appreciate the support, mutual respect and courtesy of parents and teachers, and ask as always that we all follow the standard professional protocols for online meetings, as with lessons. For example, the meetings should take place in a quiet, confidential location and no image or recording should be made.

Please visit <https://bryngwyn.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name:           «Forename»  
Student's Surname:           «Surname»  
Date of Birth

The email address you use must be the one which you have provided to the school. If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Further information regarding the Parents' Evening is included in the attached information. Interim reports were issued before Christmas and Full reports will be issued in June which will also give you an overview of your child's progress. We look forward to seeing you in the Virtual Parents' Evening. We welcome parent feedback and will send a survey on the day which we would be very grateful if you could complete it.

Yours sincerely,

Kerry O'Brien-Cole  
Assistant Headteacher

Browse to <https://bryngwyn.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.

## 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*.

## 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.

Time	Teacher	Student	Subject	Room
17:18	Mr J Brown	Ben	English	40
17:25	Mrs A Wheeler	Ben	Mathematics	301
17:45	Mr J Brown	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.

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*.