Dear Parent/Carer

Year 11 Online Parents' Evening Thursday 25th March 2021

Since the opportunity for Year 11 pupils to return to school full time has arisen, both pupils and parents have many questions regarding qualifications and learning. The processes, details and timeline for the remainder of the school year has now been shared with schools by Welsh Government and the examination boards. This means we are in a position, to answer some of the queries you have. We have at short notice been able to arrange a suitable opportunity to both support pupils and parents in planning for the next few months to meet the demands of the qualifications processes outlined by Welsh government, as well as answer the queries that you have.

I cannot stress the importance of using this opportunity to engage with the school to ensure you are fully informed of the arrangements for the remainder of the school year.

With that in mind we would like to invite you to attend our Year 11 Virtual Parents' Evening on Thursday 25th March 2021. Appointments are available from 3pm to 7pm.

The school has introduced a new, intuitive and easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <u>https://maesteg.schoolcloud.co.uk/</u> to book your appointments. You will not require any special login details or passwords, just <u>your first name, surname and child's date of birth</u>. This information will need to match what our school system holds. If you have problems accessing, please email sclarke@maestegcs.bridgend.sch.uk

You will use the same website to join the video calls on the day. The system is web based and will run on phones, tablets and laptops. Please take some time prior to the evening to test your video and audio link. We would encourage pupils to join you whilst on these calls.

There is a video guide available which explains how the system works, please take some time to view prior to the evening <u>https://vimeo.com/473882995</u>. Overleaf is a step-by-step guide which we hope you find useful.

The evening will provide an invaluable opportunity for you to discuss your son/daughter's progress considering the current situation and will be one of the last formal opportunities for staff, students and parents to address any concerns or underachievement. It is important that you attend this evening so that you gain a complete picture of your child's progress/achievement.

Each appointment lasts for 4 minutes so please be prepared in advance with any questions you may have. There is a countdown on the screen so you will know how long is left to the meeting.

If you have any queries or problems making appointments, please do not hesitate to contact us. In addition, should you have any concerns regarding the data protection of this system please see the link below which hopefully will reassure you that this is a trusted website and is GDPR compliant. <u>https://support.parentseveningsystem.co.uk/category/495-data-protection-gdpr</u>

Parents' Guide for Booking Appointments

Browse to https://maesteg.schoolcloud.co.uk/

litle	First Name	Sumame Abbot			
Mrs •	Rachael				
Email		Confirm Email			
rabbol4@gmail.com		rabbol4@gmail.com			
rabbol4@gmai	otaile	rabbel4@gmail.com			
rabbot4@gmai tudent's D	etails Surname	rabbd4@gmail.com			

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.

Parents' Evening

This parents' evening is an opportunity to meet	Click a date to continue:	
your ching's teacher, mease enter the school via the main entrance and sign in at reception.	Thursday, 16th March Open for bookings	:
	Friday, 17th March Open for bookings	;

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.

Sele	ct how you'd like to book your appointments using the option below, and then hit Next.
0	Automatic
	Automatically book the best possible times based on your availability
0	Manual
	Choose the time you would like to see each teacher

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.



Confirm Appointment Times The following appointments have been reserved for two minutes. If you're happy with them, please choose is the Accept buttom at the bottom. Teacher Student Studject Room 17:10 Mr. 3 Biumford Bien Mathematics M2 17:25 Mr. 9 Mamford Bien Mathematics M2 17:45 Dr. Pf. Monamara Andrew French L4

	Mr J Brown	Miss B Patel	Mrs A Wheeler
	SENCO (A2)	Class 10E (H3)	Class 11A (L1)
	Ben	Andrew	Ben
		0	
16:30		~	
16:40			
16:50	+		+
17:00	1.1.1		+

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.

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.

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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.