

Our new Year 9 Progress

Year 9 Parents Evening - Thursday 26th January 2023 – at Maesteg School

Dear Parent/Carer,

We would like to invite you to attend our Year 9 in-person Parents Evening on Thursday 26th January 2023 at Maesteg School. Appointments are available from 3.30pm to 6pm. There will also be an opportunity to speak to your son / daughter's teachers. Please ensure you choose the teachers you would like to see, rather than allowing it to fill 'automatically' as this could mean you not being able to see teachers you would like prioritised. This online appointment booking system is being used just for appointments. The meetings will be held at the school. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Please visit <https://maesteg.schoolcloud.co.uk/> to book your appointments. You will not require any special login details or passwords, just your first name, surname and child's date of birth. This information will need to match what our school system holds. For example, if you did not enter a title when registering your details with our school then it will defer to Ms or Mr. If you have problems accessing, please email areeves@maestegschool.co.uk or sclarke@maestegcs.bridgend.sch.uk

There is a video guide available which explains how the system works, please take some time to view prior to the evening <https://vimeo.com/473882995>. 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 and 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 5 minutes so please be prepared in advance with any questions you may have.

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.

<https://support.parentseveningsystem.co.uk/category/495-data-protection-gdpr>

Kind Regards

Mr Ben Baston

Year 9 Progress Leader

Parents' Guide for Booking Appointments

Browse to <https://maesteg.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

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

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 5 : 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*.