



THRYBERGH ACADEMY

Arran Hill, Thrybergh, Rotherham, S65 4BJ

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✉ contacts@thrybergh.com

🌐 thrybergh.com

HEADTEACHER: Mr D Burnham

1st March 2022

Y9 Parents' Evening – Monday 7th March 2022 15:10 - 18:00 - Online Appointment Booking

Dear Parent/Carer

I would like to invite you to attend our Virtual Parents' Evening on **Monday 7th March 2022**.

The school will be using the School Cloud system that you used for Parent's Evening last academic year. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments with your child's teachers can be made from Wednesday 2nd March at 11:00am and will close on 7th March at 11:00am. Appointments last for 4 minutes and you can use a laptop, desktop, tablet or mobile phone to carry out the appointments.

Please visit thrybergh.schoolcloud.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter.)

On the day of the parents' evening – all you have to do is go onto the website at the correct time and join the video/voice call. Appointments are automatically stopped after 4 minutes. Please note that there is only a limited amount of appointments available for each teacher, so please don't delay. You will receive a reminder email prior to your appointment. **Please test your device before you first appointment.**

If you have any questions please feel free to email Assistant Headteacher, Mr Rushton at s.rushton@thrybergh.com

Yours sincerely

Mr David Burnham

Headteacher

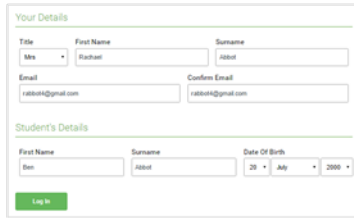


Parents' Guide for Booking Appointments

Browse to <https://thrybergh.schoolcloud.co.uk/>

01709 875141 | contacts@thrybergh.com | thrybergh.com

HEADTEACHER: Mr D Burnham



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot
 Email: rachael@gmail.com, Confirm Email: rachael@gmail.com

Student's Details

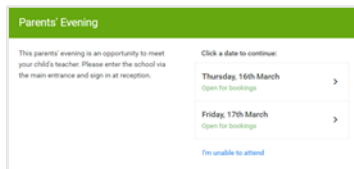
First Name: Ben, Surname: Abbot, Date Of Birth: 28 July 2008

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.



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.

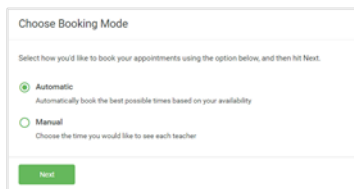
Click a date to continue:

- 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.

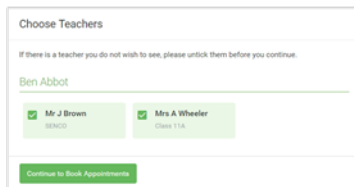
- Automatic**
Automatically book the best possible times based on your availability.
- Manual**
Choose the time you would like to see each teacher.

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

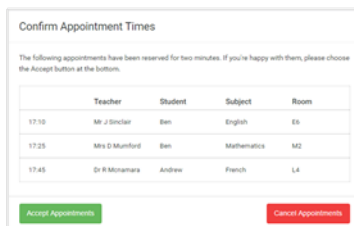
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

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.

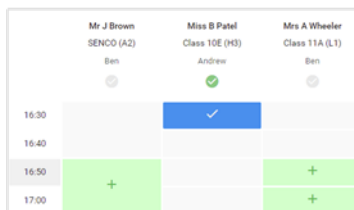
Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E5
Mrs D Mansford	Ben	Mathematics	M2
Dr R Monnans	Andrew	French	L4

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)	Mrs B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
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.



My Bookings

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

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*.