

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

PLEASE NOTE: If you already have a parents' evening booking system appointment you can be contacted via the system. Your email confirmation - please ensure your email address is correct.

**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: 20 July 2000

## 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 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 3: 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.

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

## Step 4: 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.

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**

Thursday 16th April

This parents' evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the hall. Half where the evening is being held. Parking is available in the rear school car park.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	A2
16:30	Miss B Patel	Ben	English	H3
16:30	Mrs A Wheeler	Ben	English	L1
16:50	Mr J Brown	Ben	SENCO	A2
16:50	Mrs A Wheeler	Ben	SENCO	A2
16:50	Miss B Patel	Ben	Mathematics	H3
16:50	Mrs A Wheeler	Ben	English	L1

## Step 5: 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*.

# Parents' Guide for Joining Appointments

Please watch the video (link below) for guidance on how to join the parents evening at your allocated time.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

## **Please Note**

**In order to make video calls you need to have as a minimum:**

- A device with a microphone and speaker/headphones
- A compatible up-to-date web browser:

**iPhone/iPad:** Safari Note: **there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.**

**Android:** Chrome or Firefox - please note that Samsung phones often default to using the Samsung Browser, this is not supported.

**Windows:** Chrome, Firefox or Microsoft Edge

**We also recommend:**

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.