

Wednesday, 14 February 2024

Dear Parent/Carer

I am writing to invite you and your child to attend an essential online meeting on Thursday 29th February 2024. This 10-minute meeting with a member of our Leadership Team is a vital opportunity for you to discuss the Year 9 Options process and how we can support your child as they choose their option subjects for Key Stage 4.

We know how important it is for you as parents to be involved in the Options process and want to enhance the home-school partnerships which are so vital in ensuring that together we can ensure the best possible choices for your child.

You can use our easy-to-use online appointment system which allows you to choose your own appointment time with the relevant teacher. On the evening itself appointments will be held virtually via a video link.

Appointments can be made from 3.30pm on Wednesday 14th February and will close at 1pm on Thursday 29th February. If you have any problems logging in, please email Exams@rbhs.co.uk and this will be answered in advance of the evening.

On the evening, please log in at least 10 minutes before your appointment time to make sure that you are set up and ready as appointment times are strictly limited and will automatically end at the given time to allow the next appointment to take place.

Please visit <https://rbhs.schoolcloud.co.uk> to book your appointment. A short guide on how to add appointments is included with this letter. Login with the student's name as it appears on the individual e-mail you have received. You will also need to enter their date of birth and your email address.

Once you have booked your appointment, a parent guide to video appointments can be accessed via the link below.

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

Kind regards

Mrs S Guyton

Assistant Headteacher

Discovering dreams • Achieving ambitions • Transforming lives

 01204 333366
(Lower School)

 01204 333266
(Upper School)

 office@rbhs.co.uk

   

 www.rbhs.co.uk

Parents' Guide for Booking Appointments - Browse to <https://rbhs.schoolcloud.co.uk/>

Your Details

Title: Mrs First Name: Rachael Surname: Abbott

Email: rabbotH@gmail.com Confirm Email: rabbotH@gmail.com

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 29 July 2000

[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 Abbott

☒ 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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mursfield	Ben	Mathematics	M2
17:45	Dr R Mousmans	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)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30			
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

Thursday, 16th April

Time	Teacher	Student	Subject	Room
16:55	Mr J Brown	Ben	English	E6
17:10	Mr J Brown	Ben	English	E6
17:25	Mr J Brown	Ben	English	E6
17:45	Mr J Brown	Ben	English	E6
18:00	Mr J Brown	Ben	English	E6

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*.