



Dear Parent/Carer,

We would like to invite you to the Year 8 Parents' Evening on Thursday 23rd June. Appointments will be available from 4.00 – 7.00 p.m. according to each individual teacher's availability. All appointments will be held at Rye Hills Academy in either the Main Hall or in a classroom on the English corridor. You will be required to book the appointment online prior to arriving at the Academy.

Please visit <https://ryehills.schoolcloud.co.uk/> to book your appointments. To login you will need your child's name and date of birth. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

This is a great opportunity for you to talk to subject teachers and find out how your son/daughter is progressing in each of his/her subjects. In addition, we will be delighted to offer advice on the best ways you can support your son/daughter to achieve his/her full potential as they move forward through their education.

The window for booking appointments will run from Thursday 9th June until 12 midday on Thursday 23rd June. Should you wish to make any changes after this deadline please contact Mrs Brooks, Learning Manager or myself, Mr Norminton, Progress Leader.

There is a short guide to making appointments below.

If you any support with this process, please contact Mr Norminton or Ms Brooks.

paul.norminton@ryehillsacademy.co.uk

lorraine.brooks@ryehillsacademy.co.uk

Yours faithfully,

Mr P Norminton
Progress Leader



Parents' Guide for Booking Appointments



Browse to <https://ryehills.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

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.

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.

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*.