

MAESTEG SCHOOL

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MAESTEG
Bridgend
CF34 0LQ



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Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.

Dear Parent/Carer

Year 12 and 13 Online Parents Evening Thursday 18th March 2021

We would like to invite you to attend our Year 12 and 13 Virtual Parents' Evening on Thursday 18th March 2021. Appointments are available from 3pm to 6pm.

The school has introduced a new, intuitive and easy-to-use online appointment booking system. 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. If you have problems accessing, please email sclarke@maestegcs.bridgend.sch.uk

You will use the same website to join the video calls on the day. The system is web based and will run on phones, tablets and laptops.

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 considering the current situation and will be one of the last formal opportunities for staff, student and parents to address any concerns or underachievement. 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 7 minutes so please be prepared in advance with any questions you may have. There is a countdown on the screen so you will know how long is left to the meeting. Should you require additional time then we can organise for another day a further meeting with your child's class teacher.

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>

Yours Faithfully

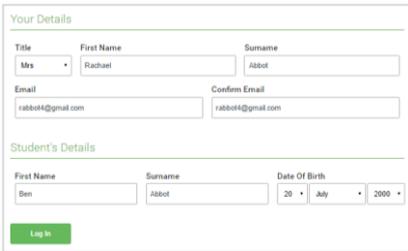
Mrs S. Clarke

Motivated to Strive / Ysgogi i Ymdrechu



Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

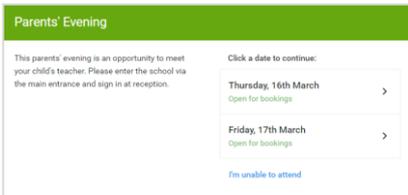
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

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

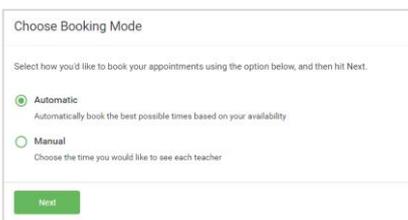
Friday, 17th March
Open for bookings

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 uncheck them before you continue.

Ben Abbot

Mr J Brown
SENCO

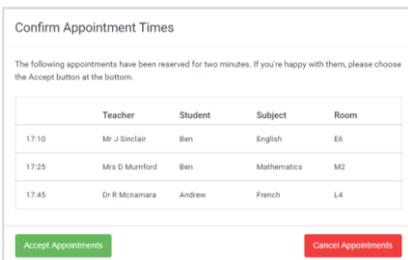
Mrs A Wheeler
Class 11A

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.

Time	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4

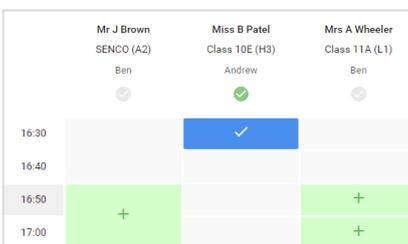
Accept Appointments

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).



Time	Mr J Brown SENCO (A2)	Miss 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

View 11 Bookings

This page lists all your bookings. You can click on the time to view details and edit your booking. You can also click on the time to delete your booking. You can also click on the time to print your booking.

Time	Teacher	Student	Subject	Room
17:00	Mr J Brown	Ben	English	E6
17:10	Mr J Brown	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Minamara	Andrew	French	L4
18:00	Mr J Brown	Ben	English	E6
18:00	Mrs A Wheeler	Ben	Class 11A	L1

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*.