

Dear Parent/Carer

Year 11 Online Parents' Evening Thursday 25th March 2021

Since the opportunity for Year 11 pupils to return to school full time has arisen, both pupils and parents have many questions regarding qualifications and learning. The processes, details and timeline for the remainder of the school year has now been shared with schools by Welsh Government and the examination boards. This means we are in a position, to answer some of the queries you have. We have at short notice been able to arrange a suitable opportunity to both support pupils and parents in planning for the next few months to meet the demands of the qualifications processes outlined by Welsh government, as well as answer the queries that you have.

I cannot stress the importance of using this opportunity to engage with the school to ensure you are fully informed of the arrangements for the remainder of the school year.

With that in mind we would like to invite you to attend our Year 11 Virtual Parents' Evening on Thursday 25th March 2021. Appointments are available from 3pm to 7pm.

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. Please take some time prior to the evening to test your video and audio link. We would encourage pupils to join you whilst on these calls.

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, students 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 4 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.

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>

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachael'), Surname (text input with 'Abbot'), Email (text input with 'rabbot4@gmail.com'), and Confirm Email (text input with 'rabbot4@gmail.com'). The 'Student's Details' section includes fields for First Name (text input with 'Ben'), Surname (text input with 'Abbot'), and Date Of Birth (a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

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.

The screenshot shows a green header with the text 'Parents' Evening'. Below the header, there is a paragraph: '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.' To the right, there is a section titled 'Click a date to continue:' with two options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings'. At the bottom, there is a blue link that says '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*.

The screenshot shows a section titled 'Choose Booking Mode'. Below the title, there is a paragraph: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. Under 'Automatic', it says 'Automatically book the best possible times based on your availability'. Under 'Manual', it says 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

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.

