



School Lane, Hawthorn, Pontypridd, CF37 5AL Tel: 01443 841228 Fax: 01443 846464 Email: hawthorn@hawthornhs.co.uk

Headteacher / Prifathro: Mrs C Crockett BA NPQH

5th November 2021

Dear Parent/Carer,

RE: Virtual Year 7 Pastoral Evening: 18.11.21

https://HawthornHighSchool.schoolcloud.co.uk

We hope your child has enjoyed their first half term with us at Hawthorn High School. In order for you to meet your child's Form Tutor and learn how your child has settled in to life at secondary school, we have arranged an opportunity for you to meet virtually on **THURSDAY**, **18**th **NOVEMBER**.

We have invested as a school in the platform **School Cloud** to support our communications between home/school to ensure that you have the latest information to support your child's progress.

I have attached to this letter, a simple guide for parents to access the platform and book an appointment directly with your child's Form Tutor before the event. The window for booking appointments will close at 12pm the day before the event.

During the evening, you will log into your appointment with your child's Form Tutor. There will be a countdown clock for your appointment time. To access your appointment, you will need to visit the above website and login where you will see the option to 'Join Video Appointments'. Press this button to join your appointment. The appointment will last for 6 minutes. There will be a countdown visible showing how long you have left. You can either 'hang up' to end your appointment or your call will cut out when the time runs out.

We encourage you to try accessing your appointment prior to the meeting to ensure you are able to connect. You will also be able to check your microphone and camera works.

If you experience any difficulties accessing your appointments, please contact the school on 01443 841228.

We have used this technology with other cohorts and the response from parents has been very positive. We would continue to welcome feedback and any suggestions of how to improve the evening further.

Please note that this is not your child's Progress Evening. The date for that evening, when you will have an opportunity to meet with all your child's teachers, is 5th MAY^H, 2022. This meeting is an opportunity for you to meet the member of staff that has been instrumental in supporting your child's transition to secondary school and who will be best placed to share with you how your child has settled in at Hawthorn and offer practical advice on how best you can continue to support your child.

We hope you will be able to attend the appointment and we look forward to meeting you again on 18th November.

Thank you for your continued support.

Best wishes,

Mrs K Gwyn

Deputy Headteacher

















Parents' Guide for Booking Appointments



Browse to https://HawthornHighSchool.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

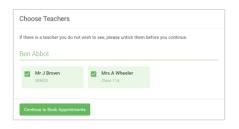
Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Step 5: Choose Teacher

Select the form teacher you are able to book an appointment with. A green tick indicates they're selected.



Step 6: Book Appointments

Click any of the green cells to make an appointment. Grey cells are unavailable.

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 the appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 8: Finished

Your booking will now appear on the My Bookings page. An email confirmation has been sent and you can also print the appointment by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointment, click on Amend Bookings.