



# HAWTHORN HIGH SCHOOL

## Health, Happiness, Success



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

Headteacher / Prifathro: Mrs C Crockett BA NPQH

5<sup>th</sup> 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<sup>th</sup> 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 **5<sup>th</sup> MAY<sup>H</sup>, 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 18<sup>th</sup> November.

Thank you for your continued support.

Best wishes,

Mrs K Gwyn  
Deputy Headteacher

**Ysgol Uwchradd Hawthorn, Lon Yr Ysgol,**

**Hawthorn, Pontypridd, CF37 5AL**



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

WELCOME TO THE 'PARENTS' EVENING' BOOKING SYSTEM. APPOINTMENTS CAN BE BOOKED FOR THE DATE YOU WANT. An email confirmation - please ensure your email address is correct.

**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

## 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.

**September Parents Evening**

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
  - In-person & video call
  - Open for bookings
- Tuesday, 14th September
  - In-person
  - 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**

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

## Step 4: Select Availability

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

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 5: Choose Teacher

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

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	⊘	✓	⊘
16:40			
16:50	+		+
17:00			+

## 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.

September Parents Evening  
2 appointments from 16:18 to 16:45

Tuesday, 14th September  
In person

Print Amend Bookings Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

	Teacher	Student	Subject
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening  
2 appointments from 16:00 to 16:45

Monday, 13th September  
Video call

September Parents Evening  
2 appointments from 15:00 to 16:45

Monday, 13th September  
In person

## 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*.