



Blackwood Comprehensive School

Ysgol Gyfun y Coed Duon

Headteacher/Pennaeth Mrs J Wilkie
Ty Isha Terrace, Blackwood NP12 1ER
Telephone/Ffone: 01495 225566
Fax/Ffacs: 01495 225625 Email: blkca@caerphilly.gov.uk

Ymdrech I Drechu – Strive To Succeed

Dear Parents and Carers

8th April 2021

Re: Virtual Year 8 Parents' Evening 15th April 2021

I hope you and your families all remain well. We have really enjoyed seeing Year 7 pupils start to return for their day in school.

Due to the current restrictions, we will be holding a virtual Year 8 Parents' Evening on Thursday 15th April, from 2:45-5:15pm. We will be using an online platform called Schoolcloud. It is easy to access from mobiles, tablet devices or computers; we received very positive feedback from parents and carers when we used it for previous parents' evenings. If you join us I would ask that you access the consultation from a suitable home location, such as your living room, kitchen or study, and dress appropriately. Information about how to access our virtual consultations is included with this letter.

Year 8 interim reports should be with parents and carers next week and you can use these to form the basis of discussions with your child's teacher. Each parent/carer will be given a five minute consultation meeting and Schoolcloud will automatically end the session after that time.

We would like to see as many parents and carers as possible during this two and a half hour session but we have a number of staff who teach more than one class, so ***please will you make appointments for science, expressive arts (music, drama & art) and humanities (RE, history & geography) as follows:***

Form	Expressive Arts	Science	Humanities
8A	Mr Tiley	Mrs Bradbury	Mrs McLaughlan
8K	Mrs Brown	Mr Stevens	Mrs Turley
8L	Mr Tiley	Mrs Evans	Mr Worthing
8C	Mrs Rawson	Mrs Bradbury	Mrs Coote
8W	Ms Plumley	Mrs Evans	Mr Clark
8D	Mr Hawkins	Mrs Pitt/Mr Ashford	Mr Worthing
8N	Mrs Brown	Dr Lancaster	Mrs Coote

We do hope that you decide to join us but please will you make an appointment only if you are going to attend, as we have previously had a number of parents/carers who did not turn up for their consultation. Thank you for your continued support.

Take care

Yours faithfully

Headteacher/Pennaeth

You can either click this link: <https://blackwoodcomp.schoolcloud.co.uk> and follow the instructions below, or type it in the ADDRESS BAR at the top of your browser and do not leave out the COMP part after 'blackwood'. The login screen will be **PURPLE** and it will say 'Blackwood Comprehensive' at the top. The instructions are below. Appointments need to be made by 7.30pm Wed 14th April. Thank you.

Parents' Guide for Booking Appointments



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



Step 1: Login

Year 8 Parents' Evening is 15/4/21

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.

Teacher	Student	Subject	Room
17:10 Mr J Becker	Ben	English	E8
17:20 Mrs S Mansford	Ben	Mathematics	M2
17:40 Dr S Makwana	Andrew	French	L4

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*.