

**BLACKWOOD COMPREHENSIVE SCHOOL  
YSGOL GYFUN Y COED DUON**

Headteacher/Pennaeth Mrs J Wilkie  
Ty-isha Terrace, Blackwood NP12 1ER  
Telephone/Ffôn: 01495 225566  
Fax/Ffacs: 01495 225625  
Email/Ebost: [blkca@caerphilly.gov.uk](mailto:blkca@caerphilly.gov.uk)



Dear Parents and Carers

24<sup>th</sup> April 2022

**Re: Virtual Year 8 Parents' & Carers Evening 28<sup>th</sup> April 2022**

I hope you and your families are all well.

Due to the current restrictions, we will be holding a virtual Year 8 Parents' Evening on Thursday 28<sup>th</sup> April, from 3:15-5:45pm. We will again be using the online platform 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 last year. 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 at the end of this letter. Please ensure you use the correct website address to login which is:

<https://blackwoodcomp.schoolcloud.co.uk/> (please note the 'comp' after blackwood)

Year 8 reports will be given to pupils before the parents' evening and you can use these to form the basis of discussions with your child's teacher. Each parent/carer will be given a four minute 30 seconds consultation meeting and Schoolcloud will automatically end the session after that time. There is a gap of 30 seconds in-between appointments to help parents, carers and teachers to get ready for the next appointment. This appointment length has enabled us to maximise the number of appointments available to parents & carers, and still be able to have a meaningful discussion.

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 form, so ***please will you make appointments for expressive arts (art, music and drama) as follows:***

Form	Expressive Arts
8A	Mr Tiley
8K	Mrs Rawson
8L	Mr Tiley
8C	Mrs Brown
8W	Ms Plumley
8D	Mr Hawkins
8N	Mr Tiley

**Please note Mrs Sharma-Thomas (French) is available Wednesday 27<sup>th</sup> April 3.15-5.45pm and not Thursday.**



Ymdrech I Drechu  
Strive To Succeed



You will be able to make appointments from today (Sunday 24<sup>th</sup> April), but after 3pm on Wednesday 27<sup>th</sup> April the system will be closed and you won't be able to make appointments after this time. There are a limited number of appointments per teacher and they are on a first come first served basis, so please make any appointments as soon as possible.

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

Take care

Yours faithfully

A handwritten signature in cursive script, appearing to read 'J Waine'.

Headteacher/Pennaeth

**Full instructions below.**

# Parents' Guide for Booking Appointments



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



The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'. 'Your Details' includes fields for Title (Mr), First Name (Richard), Surname (Atkin), Email (r.atkin@blackwoodcomp.co.uk), and Confirm Email (r.atkin@blackwoodcomp.co.uk). 'Student's Details' includes fields for First Name (Ben), Surname (Atkin), and Date Of Birth (20/04/2008). A 'Log In' button is at the bottom.

## 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.

**Year 8 Parents' Evening 27/4/22 – Mrs Sharma-Thomas (French)**

**Year 8 Parents' Evening 28/4/22**

The screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a description of the evening, and two date options: 'Thursday, 16th March' and 'Friday, 17th March'. There are links to 'Open for bookings' and a link for '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 'Choose Booking Mode' screen. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. A 'Next' button is at the bottom.

## 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.

The screenshot shows a 'Choose Teachers' screen. It lists 'Ben Atkin' and two teachers: 'Mr J Brown' and 'Mrs A Wheeler'. Both teachers have a green tick indicating they are selected. A 'Continue to Book Appointments' button is at the bottom.

## 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.

The screenshot shows a 'Confirm Appointment Times' screen. It displays a table of provisional appointments. At the bottom, there are 'Accept Appointments' and 'Cancel Appointments' buttons.

Teacher	Student	Subject	Room	
17:10	Mr J Brown	Ben	English	E5
17:20	Mrs A Wheeler	Ben	Mathematics	M2
17:35	Dr P Monaghan	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).

Any issues please email Mr Winn, email address:

[winna@blackwood.caerphilly.sch.uk](mailto:winna@blackwood.caerphilly.sch.uk)