



# Blackwood Comprehensive School

## Ysgol Gyfun y Coed Duon

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**Ymdrech I Drechu – Strive To Succeed**

Dear Parents and Carers

12<sup>th</sup> February 2021

### Re: Virtual Year 9 Parents' Evening 25<sup>th</sup> February 2021

I hope you and your families all remain well.

Due to the current restrictions, we will be holding a virtual Year 9 Parents' Evening on Thursday 25<sup>th</sup> February, from 2:30-5:00pm. 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 Year 11 parents and carers when we used it in January. 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 9 reports should be with parents and carers just after half-term 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 form, so ***please will you make appointments for religious education (RE), science and expressive arts (art, music and drama) as follows:***

Form	Expressive Arts	Science	RE
9A	Mrs Brown	Mr Evans	Ms Ali
9K	Mr Tiley	Dr Lancaster	Mrs McLaughlan
9L	Mrs Rawson	Mrs Evans	Ms Ali
9C	Mr Hawkins	Mr Ashford	Mrs McLaughlan
9W	Mrs Rawson	Mr Evans	Ms Ali
9D	Ms Plumley	Mr Stevens	Ms Ali
9N	Ms Plumley	Mrs Pitt	Mrs McLaughlan

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 Year 11 parents/carers who did not turn up for their consultation. Thank you for your continued support.

Take care

Yours faithfully

Headteacher/Pennaeth

Browse to <https://blackwoodcomp.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.

**Year 9 Parents' Evening is 25/2/21**

## 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 Bowler	Ben	English	E5
17:25	Mrs B Mumford	Ben	Mathematics	M5
17:45	Dr R Mckenzie	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*.