



CANTONIAN HIGH SCHOOL

THE BEST FROM EACH, SUCCESS FOR ALL
Y GORAU O BOB UN, LLWYDDIANT I BAWB

YSGOL UWCHRADD CANTONIAN
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Executive Headteacher: **Mrs D Gill**
Pennaeth Gweithredol:

Head of School: **Mr G Jones**
Pennaeth yr Ysgol:

18th November 2021

Dear Parents/Carers

Year 9 Parents' & Carers' Evening – Wednesday 8th December 2021

Our Year 9 Parents' & Carers' Evening is on Wednesday 8th December this year. We have introduced a new and easy-to-use online system which will allow you to book and have an online meeting with your child's teachers. There are instructions on how to connect and use School Cloud overleaf and we have also created a video to support you which you can view at cantonian.org/parentvideo

To make your appointment please visit <https://cantonian.schoolcloud.co.uk/> and login with the details sent to you separately.

You will also need to enter your own email address for the meeting information to be sent to you.

Appointments can be made between now and Monday 6th December and are available on a first come, first served basis. Should you have any questions, please contact the Head of Year 9, Miss Hagon-O'Dare.

Yours sincerely

MR G JONES
Head of School

Parents' Guide for Booking Appointments

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

Step 1: Login

Enter your unique login code provided by the school and your child's date of birth. Please provide an email address so confirmation of your appointments can be sent to you. Click the *Log In* button.

Step 2: Select Parents' Evening

Click 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. We recommend choosing the automatic booking mode when browsing on a mobile device. To pick the times to book with each teacher, choose *Manual*. Click *Next*.

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 Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 6: Book Appointments (Automatic)

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 7: 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 have the option to 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 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation will have 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*.