

# BISHOP



# RAMSEY

Church of England School  
Executive Head and CEO: Dr Hilary Macaulay

12<sup>th</sup> January 2023

Dear Parent/Carer,

**Year 11 'In Person' Subject Consultation Evening and PPE Results  
Thursday 26<sup>th</sup> January 2023, 4.00pm - 7.00pm**

We write to invite you and your child to the above 'in person' Parent Consultation Evening at which your child's progress in school may be discussed with subject staff.

Appointments can be made using the 'SchoolCloud' system, via the following link <https://bishopramsey.schoolcloud.co.uk/>. **Appointments open from 7.00pm this evening, 12<sup>th</sup> January and will close at 3.15pm on Thursday 26<sup>th</sup> January.** Further guidance can be found below.

Students will be given the results of their recent Pre Public Exams on arrival, so please do arrive 15 minutes before your first appointment and enter through the main reception doors.

Subject teachers will be located in the **Hall or the Hub** and the last 5 minute appointment time is 6.55pm. Our careers advisor Les Prior is also be available for appointments. Please ensure that you leave enough time between appointments for you to move to the next member of staff. Please do not over-run your time allocation as this causes queues to build up and other parents will miss their appointments as a result.

We would remind you that our main entrance should be used when accessing the school, which is via Hume Way (Highgrove Leisure Centre). Pedestrian and disabled vehicle access is also available through Warrender Way.

If for any reason you will not be able to attend, please let Mr Forrest know by Monday 23<sup>rd</sup> January, [sforrest@bishopramsey.school](mailto:sforrest@bishopramsey.school)

May we take this opportunity to remind you that applications for the Sixth Form at Bishop Ramsey should be returned no later than Monday 30<sup>th</sup> January. Every student will also have a 'Post -16 Interview' with a senior member of staff in February to discuss their plans. The Consultation Evening on 26<sup>th</sup> January is a good opportunity to talk to subject teachers about possible progression into the Sixth Form.

Yours faithfully,

**Mr M Britton**  
Deputy Headteacher

**Mr S Forrest**  
Year 11 Director

**Address:** Hume Way, Ruislip, Middlesex, HA4 8EE ∞ **Telephone:** 01895 639227  
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# Parent Consultation Evening System Guide and Useful Information

To make your appointments, please click on the link or visit the website  
<https://bishopramsey.schoolcloud.co.uk/>



## Step 1: Login

Fill out the details on the page then click the *Log In* button. Please note these must match the details we have on our records with those who have parental responsibility and have a priority 1 or 2 contact and must be the student's preferred forename and legal surname. 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*.



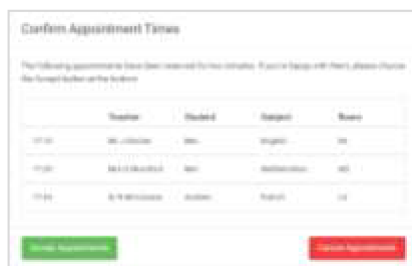
## Step 3: Select Booking Mode

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.



### 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.

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*.