

08 January 2024

Dear Parents/Carers,

**Parents' Evening Wednesday 24 January 2024**

I am pleased to be writing to you to confirm that Parents' Evening for Year 10 will be held on **Wednesday 24 January**. Parents' evenings remain virtual using the School Cloud platform.

To access the School Cloud platform the web address is <https://wealdschool.schoolcloud.co.uk/>. To login you should first enter your details followed by your child's details which we have on our system. This login process will match the records to provide you access into your personal portal. The email address is used for the system to send confirmation and a notification to you prior to the parents' evening. If you have trouble logging in, at first try full names with no abbreviations. If there are still issues, please contact our network support team using the details at the end of this letter.

You will be able to book appointments for parents' evening from Wednesday 17 January at 6.00pm. Appointments on the evening will begin from 3.30pm. A video demonstration for how to login, book and join appointments is [available here](#).

Within the School Cloud platform there are various functions available which we encourage you to use either before or during the meetings:

- A note can be written with your booking for the teacher to read prior to the evening, for example you may wish to highlight a discussion point you would like to cover.
- The ability to test connections, sound, video prior to the parents' evening
- The ability to send a link to another adult in advance to join the meeting
- If sound or visuals are lost, there is a chat function with the teacher so the meeting can continue in an alternative format.
- A reminder email will automatically be received 1 hour before your first appointment.

In addition to appointments with your child's teachers, our Careers Manager Miss O'Brien is available for online appointments between 4.30pm and 5.30pm. Should the appointments be fully booked please add yourself to the waiting list or email Miss O'Brien using [careers@theweald.org.uk](mailto:careers@theweald.org.uk).

While we have done everything we can to ensure that it goes smoothly, we would ask for your understanding and patience in the event of any technical difficulties. It is also really important to ensure that you have conducted a connection and audio test prior to the meetings. This is available within the portal. You will need a reliable internet connection in the location where you will be holding the meetings, and to ensure both sound and webcam settings are functioning on the device to be used for the meetings. If you are connecting to the meeting using a mobile device it is recommended you have a Wifi connection rather than using 4G.

If you have any issues with the new platform, please contact our Network Support team ([networksupport@theweald.org.uk](mailto:networksupport@theweald.org.uk)) with details of any issue and contact details.

A reminder letter will be sent prior to the evening and you will receive an email 1 hour before your first appointment with a link to aid the login process. Following the parents' evening I will be sending a link to a questionnaire to ask about your experience.

Many thanks for your support of the school.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Mowforth', written in a cursive style.

Mr A Mowforth  
**Assistant Headteacher**