

22 April 2024

Dear Parent/Carer,

Year 9 Parents' Evening reminder - Wednesday 24 & Thursday 25 April

I am writing to remind you that parents' evening for Year 9 will be held on Wednesday 24 & Thursday 25 April. Booking is open and online using the [School Cloud](#) platform, and will remain open for bookings until 10.00pm Tuesday 23 April. If you experienced any technical difficulties and require support before the parents' evening, or you need access to a stable internet connection or device to support your attendance to the virtual parents' evening please [complete this short form](#).

Teachers will either have their appointment quota on one evening or spread over two evenings. You should only book **one appointment per subject**. Appointments on the evenings will begin from 3.30pm.

The School Cloud parents' evening virtual system has a number of features you may choose to make use of. These include:

- The ability to invite a second parent/carer to the virtual meeting prior to the appointment time using a link. They must have the credentials to log into the system. Guidance is available via [this link](#).
- The ability to write a note to the class teacher prior to the appointment.
- If a teacher is fully booked, there is a feature to add yourself to the waiting list. To do this you will need to be in manual appointment booking mode. Teachers will have visibility of the waiting list prior to the parents' evening, new appointments from the waiting list can be made for parents/carers if a slot becomes available.
- Prior to your appointments there is a test connection, audio and video feature which everyone is recommended to use to ensure smooth connections and meetings.

Do watch this 7 min video guidance [linked here](#) to understand how to connect to your appointments. You will receive an automatic email 1 hour before your first appointment containing a link which will take you into the portal and to the first meeting appointment.

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 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.

Following the parents' evening we will be sending a link to a questionnaire to ask for your feedback.

Thank you for your continued 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