



10 March 2021

Dear Parent/Guardian

## **YEAR 8 PARENTS EVENING VIA VIDEO CALL - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on 18<sup>th</sup> March 1500 – 1800. This is an important evening and provides you with an opportunity to speak to your child's individual teachers about their progress.

Due to the present restrictions (covid 19) the school has introduced a new style of event, the evening will all be run online as video calls using a system called School Cloud. There is an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and if you choose to give your email address you will receive an email confirming your appointments. We are hopeful that this will be as successful as our face to face evenings have been in the past and welcome any feedback after the event via the link to survey monkey on the parents evening section of the school website.

Appointments can be made from Friday 12<sup>th</sup> March 07:00 and will close on Monday 15<sup>th</sup> March at 20:00. Should you wish to make any changes after this date please contact the school office.

Please visit <https://stbedesrc.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments has been sent with this letter.) Login with the following information:

**Parent title and Parent Surname**

**(Date of Birth) of student**

There is a demonstration video on using the system available to view by visiting <https://vimeo.com/473882995>

If the teacher you want to see has no slots left then please add your name to the waiting list and we will ensure there is another opportunity to speak to them.



Please read the guide to the evening and log on well before the start to see if you can see the "Join Video Appointments" button.

Check that names match exactly to what we have on the system for you.

You have a choice to use both camera and microphone or just microphone.

Please allow the first 30 seconds for the teacher to connect.

It is imperative that you are on time as the timings are set and the call will automatically cut off at the end time.

In our trial we found the quality of call was better if you are logged onto a broadband network.

We have checked our devices so all should be well from this side.

If there are connection losses just log back in and you should be able to rejoin the meeting.

If you do not have access to the internet, please contact the school office/head of year who may be able to arrange an alternative method of contact.

We will not be able to do anything on the night to correct technical issues so please be understanding, this is very different for all of us.

If you miss an appointment please ring the following day and let the head of year know who you would like to speak to.

Yours sincerely

Wendy Ashton  
Senior Assistant Head Teacher