

Tuesday 26<sup>th</sup> January 2021

Dear Parents/Carers,

I want to be able to take this time to personally thank each and every one of you who has booked appointments for your child on 'School Cloud'. This is a new platform that we are using so we hope that we do not face any technical difficulties, but if this does occur please may I ask you to be patient with our subject teachers.

During the evening it is preferable that your son/daughter is present during the meeting so they can engage in the conversation with their subject teachers. I would strongly advise logging into your account 30 minutes before your appointment begins as this will give you time to check your camera and microphone settings.

Below are some helpful tips, therefore please can I request that you:

- Log in 30 minutes prior to your appointment
- Check that your microphone and camera settings are in full operation
- Ensure that you have a quiet space to conduct your meeting
- Aim to have a plain background on your video call
- Come to your appointment prepared with any questions you might have, as appointments are short
- Avoid any disruption/interference during the meeting (e.g. TV/radio etc.)

The purpose of these appointments is to discuss the progress of your son/daughter in that particular subject, whilst the teachers will be able to highlight the positive work or any concerns they have and solutions for how to address these concerns moving forward. Please avoid asking teachers more general questions about exams, 6<sup>th</sup> form, government plans for grading etc as teachers are not equipped to answer these questions at this time, especially whilst we wait for further guidance from the government. However, in advance of the parents evening appointments, I have created a short 'FAQ's' video for you, which may give you some of these answers. I hope you find this useful:

<https://youtu.be/jwVFZt2qSrA>

Reminder: Your appointments are scheduled for 5 minutes with a 3-minute break to set up for the next meeting that you have scheduled. I hope that you enjoy the experience at our Year 11 Parents Evening and find the platform and teacher feedback useful. To have such a demand to engage in positive conversations with us to support our young people to succeed, during a pandemic, is credit to you all and a reflection of your commitment to your child's education.

Please remember, if you were unable to book a slot with a teacher due to the high demand, we are always happy to discuss any issues or concerns that you have via email.

Yours faithfully,

*S. Carroll*

Ms S Carroll  
Assistant Principal