



Tuesday 3rd November 2020

Dear Parents/Carers,

Parents evening

As parents evening appointments begin on Wednesday 4th November, I would like to send you some further information with regards to how the appointments will work.

Parents evening will be held remotely using our school cloud system. You should now have booked your parents evening appointment. If you have not, please contact the office so an appointment can be booked for you. When your appointment was booked, you will have received an email to confirm the appointment. If you have not received the email, please contact the school office and one can be reissued.

A reminder email will be sent alongside this letter from the school cloud system. In the email, you will have a link that you need to click onto to log into the system. You can log into the parents evening system 60 minutes before the meeting begins. It will show a countdown timer which will countdown until it is time for your appointment. When it is time for your appointment, you need to click join video appointment.

Please note the appointment will start from the time the appointment is due and not when you join the appointment. The appointment will last for 10 minutes. After the 10 minutes is up, the system will end the call automatically. Also note, the appointment is not ended by a member of staff. If you need more time to discuss a concern, you can contact the school to arrange a telephone call at a further date.

Further information on how to attend the parents evening appoint has been attached with this letter.

If you have any issues or questions, please contact the school office.

Kind Regards,

Mr A Hayes
Deputy Head teacher