

1 December 2020

Dear Parent/Carer

Re: Year 11 Parents' Evening – Wednesday 9 December 2020, 3.00–7.00pm

Due to the current Covid-19 restrictions, we are not able to run face to face parents' evenings in school. We do, however, think it is important for you to have the opportunity to discuss your child's progress with their subject teachers. To enable this to happen virtually with a video call, we can use our current parent's evening system called SchoolCloud. This will allow for parents' evenings to take place using any device (mobile or desktop) that has a web camera and microphone fitted. This is an extension of our usual parents' evening booking system. Parents will be able to make their own bookings online with their child's teachers using the instructions below.

The following are compatible web browsers that SchoolCloud works on:

- iPhone/iPad: Safari
- Android: Chrome or Firefox
- Windows: Chrome, Firefox or Microsoft Edge (Chromium), NB: SchoolCloud does not work with Internet Explorer
- Mac: Safari, Chrome or Firefox
- Linux: Chrome or Firefox.

Meetings will be 7 minutes in length. Once the meeting time with the teacher has started, a 7-minute countdown will begin, which can be seen by both parents and teachers. Once the countdown ends, the video call will automatically stop. If a parent joins a meeting late, the meeting will still end at the allotted time. Appointments can be made from Wednesday 2 December from 6.00pm and appointment booking will close on Tuesday 8 December at 4.00pm. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://caludoncastle.schoolcloud.co.uk/> to book your appointments and log in with the following information: Student's First Name, Student's Surname, Student's Date of Birth. There is also a direct link from the school portal on our website. A short guide on how to add appointments is included with this letter.

Please also read the parent guidance document that accompanies this email for further information on how to join the various video meetings. If you do not have a device that will allow you to take part in a video meeting with your child's teachers, please email the Year 11 team and ask for an email. We will gather the information that would have been shared with you.

The Year 11 evening is the first time we are using this virtual technology, so it is new to staff and parents alike. We have spent a lot of time trying to foresee technical problems, but ask for your patience and understanding in the event of any issues.

Yours faithfully



Mrs M Marr
Headteacher

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