

Tuesday 16th March 2021

Dear Parent/ Carer,

Year 9 Key Stage 4 Parent's Evening: Tuesday 23rd March 3pm-6pm

It has been a real pleasure to welcome our pupils back into school and wonderful to see how pleased they have all been to return. This week is an exciting week for pupils in Year 9 as we have launched our Key Stage 4 information week. Pupils have all received their Options Booklet which I encourage you to look at together with your child. The Options Booklet provides information on the options process and on each of the subjects that pupils may study at Key Stage 4. This evening our virtual Key Stage 4 Information Evening goes live on our school website. Please log on to the school website to browse our videos on the options process, the core and optional subjects, and find information on careers and further education.

To further support you and your child in choosing their options for Key Stage 4 a virtual parents' evening will be held on **Tuesday 23rd March between 3.00pm and 6.00pm**. You will be able to book an online video call with your child's form tutor to discuss their progress and options choices. The form tutor will have information from each of your child's subject teachers so you will only require one appointment. The Head of Year, Mrs. Stephenson, and myself will also be available if you have additional questions about the options process.

To book appointments please go to: <https://ourladystbede.schoolcloud.co.uk/>. To log in you will be prompted to add your name, email address and the name and date of birth of your child. You will then see a dashboard for the Key Stage 4 Information Evening, click the date '23rd March' which should say 'Open for Bookings' then select 'Manual' to choose your own appointment time. Choose the times between which you would like your appointment then select the green button to 'Generate Appointments'. The software will show you available appointments which you can select then click 'Accept Appointments'. Once you have booked your appointment you will also have the option to add a message to the teacher to let them know beforehand if there is something that you would like to discuss. You will then receive confirmation of your appointment to the email address provided when you logged in.



To join your video appointment on 23rd March please log on to <https://ourladystbede.schoolcloud.co.uk/> before your allocated time. You may use a laptop with a video-camera, a tablet or smartphone with a front-facing camera and microphone. You may have your video on or off, as you prefer. Once you log in you will see a button that says, 'Join Video Appointments'. I strongly recommend logging onto the school cloud to test your video and sound settings prior to your appointment. If you log on and join the video appointment before your appointment you will see a grey screen and a countdown timer to your appointment; you will be able to test the quality of your connection and microphone whilst waiting. The screen will only go 'live' at your allocated appointment time.

The video appointments will last for five minutes and the timings are strictly controlled by the school cloud software. If you log on late to the appointment you will have the remaining time left from the scheduled appointment, after which the software will move onto the next parent or carer. Teachers are not able to extend appointment times beyond the allocated time slots. You can see a video of how to book and join appointments at: <https://vimeo.com/473882995> or via our school website.

The options forms are available via the school website and the deadline for the completion is Thursday **25th March**. I strongly advise that you do not complete the options form until after the Parents' Evening on 23rd March. I hope that you find the parents evening useful and informative and if you have any further questions please do not hesitate to contact me at school.

Yours sincerely,

Mr M M^c Auley
Assistant Headteacher