

28 April 2021

Dear Parent/ Carer,

Year 7 Parent's Evening: Tuesday 18 May 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.

To further support you and your child's return to school there will be the opportunity to speak to your child's form teacher on Tuesday 18 May from 3pm – 6pm. You will be able to book an online video call with your child's form tutor to discuss their progress. The form tutor will have information from each of your child's subject teachers so you will only require one appointment. There are also limited slots available if you have any additional concerns to discuss with myself as Head of Year.

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, click the date '18th May' 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 18th May 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.



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,

Mrs C Rhodes
Assistant Headteacher and Head of Year 7