



Bishopton Road West, Stockton-on-Tees, TS19 0QH
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OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Head Teacher: M Wilkinson
CEO: Dame M Regan DBE OBE, DL
M.Ed., B.Ed (Hons), FCIEA, CEA
Deputy CEO: M Shorten M.Ed., BA (Hons)
Chair of Directors: M Matthews B.Ed, NPQH

24 November 2021

Year 11 Parents' Evening

Tuesday 7th December 2021, 3pm-6pm

Dear Parent/Carer,

The school is holding its annual Year 11 Parents' Evening on Tuesday 7th December, between 3pm and 6pm. Due to advice from the Local Authority, for the vast majority of pupils, this meeting will be held virtually.

As your child will have just completed their first set of GCSE mock examinations this year, this evening will provide you with the opportunity to book an online video call to receive feedback about your child's mock examinations and to discuss the progress they are making across each curriculum area. You will only require one video call with a member of the pastoral or curriculum team who will have information about all your child's subjects. This evening is also vital to help prepare pupils and provide a focus for their final set of mock examinations which will take place during the Spring term.

Pupils will have a mock results day on Tuesday 30th November in school. On this date, the booking system will also open and allow you to make your appointments for Parents' Evening. Please do not try to book before Tuesday 30th November as appointments will not be available. Details of how to use the booking system are to be found on the back of this letter.

I am sure you will find the Parents' Evening very useful and informative. If you have any queries in the meantime, please do not hesitate to contact the school.

Yours sincerely,

Mrs C Johnson
Academic Achievement Lead





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How to book appointments

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 'Tuesday 7th December 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 Tuesday 7th December 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'. We 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 around **ten to fifteen minutes** and the timings are strictly controlled by the schoolcloud 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.

