

9th November 2021



Dear Parent/Carer,

Parents' Evening November 2021 - Online Appointment Booking

We would like to invite you to our Online Parents' Evening. This is an important evening to discuss how your child has settled into school this year and see how they are progressing.

The school has introduced a new online booking system to book an Online video appointment.

The booking system allows you to choose your own appointment times with your child's teacher. Once you have booked the appointment time, you will receive an email confirming your appointment and containing a link to access the **online video appointment**. Please just book one appointment per child.

Appointments can be made from 9th November and will close on Tuesday 16th November. Should you wish to make any changes after this date, please contact the school office.

The exact days depend on which class your child is in, but each evening runs from 3.30pm to 6:30 pm

Please visit <https://redrose.schoolcloud.co.uk> to book your appointments. (A short guide on how to book appointments is included with this letter.) Login with your details, the email address and your child's details. The information must be identical to the information we have on our system - for example, if your child is known as Sam, but we have Samuel on our system, please use Samuel.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

When it comes to the appointment time, we recommend that you log onto the system (contained in the confirmation email) 5-10 minutes in advance. You will click on 'Join Video Call'. You will then wait until the system automatically starts the video call between you and your child's teacher.

The system provides you with **exactly 10 minutes** to discuss your child's progress. We have selected 10 minutes as we judge this to be long enough to give the necessary overview of your child's progress. If necessary, further contact can be made in the usual way through the school office. The system will alert you when there is 1 minute left - this is the time to begin to wrap up the conversation.

We are confident this will be a beneficial way of running parents' evening and welcome any feedback. Any issues, please refer to the School Cloud website or contact the school.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'A Brinton'.

Mrs A Brinton
HEADTEACHER