

19th October 2021

Dear Parent/Carer

Re: Year 11 Parents' Evening – Thursday, 04 November (4:00pm to 6:30pm)

I am pleased to be able to write with further details regarding the forthcoming Year 11 subject parent's evening evening on Thursday, 04 November.

In order to maximise the number of meetings available for families, as well as to limit the risk of COVID-19 transmission, the event will be held remotely using the 'Schoolcloud' online parents evening system. The meetings, which will run between 4:00pm and 6:30pm, will provide a valuable opportunity for subject teachers to share information with parents/carers regarding their child's progress and areas for improvement.

Appointment times can be booked, via the 'Schoolcloud' system, from 7pm onwards on Thursday, 21 October; the booking window will then close at midnight on Monday, 01 November. A link to the booking system will be sent to you via email. Kindly note that appointments are four minutes thirty seconds long and the system indicates a 'count down' as the meeting time progresses.

Please note that appointments are made on a 'first come, first served' basis, and parents/carers are requested to only book one teacher per subject (if their child has more than one teacher for a particular subject).

If you do not have access to an internet connected device which is enabled with a camera and microphone, please let us know by emailing the main office (contact@springfield.uk.net) by 3pm on Monday 1st November; subject teachers will then make a phone call as an alternative. Please also indicate in your email if you are still able to book appointments via 'Schoolcloud' and/or whether you require assistance to set these up.

As this will be our inaugural remote parents evening using this online platform we would be most grateful for your patience and understanding. We trust that the technology (which has been tested) will serve our purposes well, but should an intractable connection problem (or similar) occur then subject teachers will endeavour to make immediate contact by phone during the scheduled appointment time.

For further support and guidance about attending appointments using this system, please follow the this link: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours faithfully



Mr J Wilburn
Deputy Headteacher