

16 June 2021

Dear Parent/Carer,

**Year 10 Parents Evening - Online Appointment Booking – Tuesday 29<sup>th</sup> June 2021**

I would like to invite you to attend our Year 10 Parents' Evening on Tuesday 29<sup>th</sup> June **from 4.30-6.30pm**. This is a very important date in the school calendar as it is an opportunity to meet with your child's subject teachers and discuss your child's progress since they returned to school. We strongly believe that your attendance will help us to ensure that your child makes as much progress as possible throughout the rest of this academic year and in Year 11.

**Virtual Meeting- School Cloud**

As we are currently unable to meet face-to-face in school we have introduced a new, easy to use, **online appointment booking system** called School Cloud. This allows you to choose your own five-minute appointment times with teachers. Please be aware that we have to limit the number of appointments each teacher can make within the two-hour time slot so please book as soon as possible. As Head of Year you can book to see myself and also Mr Cox-Darling our lead SEND teacher. Appointments can be made from **9.00am on Monday 21<sup>st</sup> June and will close 3.30pm Friday 25<sup>th</sup> June**. Should you wish to make any changes after this date please contact the school office using the contact details below.

**How to book an appointment with your child's teacher**

**Step 1:** Visit the 'Parent' section of our school website and click on school cloud in the menu. <https://www.kingswolverhampton.co.uk/schoolcloud> to book your appointments. A short guide on how to add appointments is included.

**Step 2:** Login to school cloud using your email and your child's name. Select your child's teachers and book an appointment time with them. You will receive a confirmation email with your chosen times. When you login again at parents' evening you will be able to click the appointment and speak with that teacher.

**Important: If we do not have your parent email on file you will not be able to access the booking system.** Please contact the Ms Taylor-Cartwright (k.taylor@kingswolverhampton.co.uk) as soon as possible and provide it so we can update our records. If you do not have access to the internet, please contact the school office (01902 558333) and we will try and provide an alternative option for you. As we are holding online appointments, lasting exactly 5 minutes (there will be a countdown so you are aware when the meeting will automatically close), we would kindly ask that you:

- Consider your background when selecting where to access the online meeting
- Ensure everyone in the meeting be dressed in daytime clothing

Please do not hesitate to contact me should you wish to discuss further.

Yours sincerely



Ms Taylor-Cartwright  
Head of Year 10