



# St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

19<sup>th</sup> April 2021

Dear Parent/ Carer

## Year 7 Parents Evening (Remote)

Parents evening for your child in Y7 is scheduled for Tuesday 27<sup>th</sup> April 15:45 – 18:30 pm.

This will be hosted using web-based, video calling software called 'SchoolCloud'. We have trialled this with Years 10, 11 and Sixth Form and it is intuitive and will allow you to book to see your child's teachers and discuss their progress using the internet, a computer, tablet or phone.

There are some steps to take before Tuesday 27<sup>th</sup> April and booking will close on Monday 26<sup>th</sup>. The system integrates with our internal systems so all of your data is protected throughout.

Please click on the link [here](#) to sign in and authenticate 'SchoolCloud' by entering your details and then the name and date of birth of your child in Year 7. From this you can then start to book appointments with your child's teachers.

Pick the date of the evening (Tuesday 27<sup>th</sup> April), you can then ask the software to schedule appointments automatically or you can do it manually. As you book appointments the system will create a schedule for you and does not allow double bookings. It will update with each appointment so that on the night of parents evening you simply log back in and you can join the video appointments as scheduled. Appointments are limited to 5 minutes and this is visible during the video call.

Confirmation emails will be sent to you once appointments are booked and reminders come out automatically via email.

Bookings are open from as soon as you sign-in upon receipt of this letter using the link above and below there is a link to a full guide on how to book.

This is an exciting new way of working and we will gather feedback after the event.

<https://www.stfrancis.cc/wp-content/uploads/2021/03/Parent-Guide-Year-7-Parents-Evening-Tuesday-27th-April.pdf>

Yours sincerely

Mrs Brookes

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