



St Francis of Assisi Catholic College

5th January 2020

Dear Parent/ Carer

Year 10 Parents Evening (Remote)

Parents evening for your child in Y10 is scheduled for Tuesday 26th January 4:00 – 6:30 pm.

This will be taking place using web-based, video calling software called 'SchoolCloud'. We have trialled this 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 26th January and booking will close on Friday 22nd January 2021. The system integrates with our internal systems so all of your data is protected throughout.

Please click on the link below to sign in and authenticate 'SchoolCloud' by entering your details and then the name and date of birth of your child in Year 10. From this you can then start to book appointments with your child's teachers.

Pick the date of the evening (Tuesday 26th January), 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 then 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 below and on Monday 19th a help guide and video will be sent in case there are questions regarding the night.

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

<https://www.stfrancis.cc/wp-content/uploads/2021/01/Parent-Guide-Year-10-Parents-Evening-Tuesday-26th-January-converted.pdf>

Yours sincerely

Mrs Walker

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