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Headteacher/Pennaeth: Mr Alistair Stubbs BA(Hons), NPQH

5<sup>th</sup> November 2020

Dear Parent/Carer

**Year 10 'Virtual' Progress Evening - Thursday 12<sup>th</sup> November 2020 4.00pm-6.30pm: Online Appointments via SchoolCloud**

We recognise the importance of communicating with you and keeping you informed on your child's progress in school, especially during these challenging times.

I would like to invite you to attend our Progress Evening on Thursday 12<sup>th</sup> November from 4.00pm until 6.30pm. This is an important evening and provides you with an opportunity to discuss your child's progress with their teachers.

With the current Covid 19 restrictions in place, we are unable to facilitate our normal face to face meetings in school and therefore the evening will take place virtually via video appointments.

The school has introduced a new and easy to use online appointment booking system via SchoolCloud. SchoolCloud allows you to choose your own appointment times with teachers and participate in video appointments using a mobile phone/laptop/PC/device.

Obviously, this is a new way of working for us and we will be relying on technology at both ends to ensure the evening runs smoothly. We will review the system both during and after the evening and would welcome any feedback you have.

Each appointment will last five minutes and we would expect your son/daughter to also attend these appointments.

**How Do I Make Appointments?**

Please visit <https://elfed.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter.

The following information may help on the evening:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Appointments can be made from Thursday 5<sup>th</sup> November at 7.00pm and will close on Thursday 12<sup>th</sup> November at 3.00pm. Please note that appointments are allocated on a 'first come, first served' basis.

Should you wish to make any changes after this date please contact the school office.

Please set up an account by logging in with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

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

Yours sincerely

Mrs A Woolgar  
Assistant Headteacher