



15 February 2021

Dear Parent /Guardian

Year 10 Parent Consultation - Online Appointment Booking

I would like to invite you to attend our Parents' Consultation Event on **Thursday 25th February 2021**. This is an important event that provides you with an opportunity to discuss your child's progress and their potential subject choices for GCSE.

The School has introduced an easy to use online appointment booking system that allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made **from 9.00am on Friday 19th February and will close at 5.00pm on Wednesday 24th February**.

Please visit <https://glenlola.schoolcloud.co.uk> to book your appointments. Login with the following information:

- **Your details**
- **Your email (this must be the same as the one on the school system)**
- **Your child's legal name and date of birth**

A short guide on how to make appointments is attached for reference. You can also watch the following video to guide you through the process -

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

Currently the system has been set up to allow the first contact from SIMS to sign into the website, book the appointments and then invite anyone else who need to be present. If both parties are in the same location, then they can both appear on the same device. If you have recently updated your email address and it is not the same as the one on the school SIMS system or, if the system is not allowing you access, then please contact the School Office to enable us to resolve any issues from **Monday 22 February**.

The online consultation will **begin at 1.00pm** and the **last appointment will be at 3.55pm**. You will be allocated a total **10 appointment slots**, each lasting a **maximum of 5 minutes**. You will appreciate that some teachers have multiple classes and will be very busy, therefore we ask that you focus your appointments on subjects your child is considering taking for GCSE.

There are a number of new subjects available at GCSE and it will be possible to speak to some teachers regarding these. If you wish to do so, you should book appointments entitled "New Subjects". You will receive a further email shortly, containing more detailed information on each subject available at GCSE and you and your child should take time to read through this information and use it to help guide you when making your appointments

We are confident this online approach to parent consultations will provide a suitable alternative to the usual meetings and we welcome any feedback.

Yours sincerely

Mr Stephen Robinson



Glenlola Collegiate School

Valentine Road

Bangor, Co. Down BT20 4TH

Tel: 028 9147 5340

Fax: 028 9147 5345

info@glenlola.collegiate.bangor.ni.sch.uk

www.glenlola.collegiate.net