



26 February 2021

Dear Parent /Guardian

Year 13/14 Parent Consultation - Online Appointment Booking

I would like to invite you to attend our Parents' Consultation Event on **Monday 8th March**. This is an important event that provides you with an opportunity to discuss your child's progress.

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 Monday 1st March and will close at 5.00pm on Friday 5th March**. 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.parenteveningsystem.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 call the School Office to enable us to resolve any issues.

The online consultation will **begin at 1.00pm** and the **last appointment will be at 3.55pm**. You will be will have the opportunity to speak to each subject teacher on 8th March.

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



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