



11 June 2021

Dear Parent /Guardian

Year 11 Parent Consultation - Booking Appointment for Online Consultations

I would like to invite you to attend our Online Parents' Consultation Event on **Monday 21st June 2021** from **1pm – 4pm**. This is an important event that provides you with an opportunity to discuss your child's progress.

Therefore, in line with normal practice, **School will finish early, at 12.00pm**, to allow consultations to take place.

Due to Covid-19 restrictions, our Parents' Consultations will be taking place online and details of how to book appointments and attend the meetings are listed below.

Appointments can be made **from 9.00am on Tuesday 15th June and will close at 5.00pm on Friday 18th June**.

Please visit <https://glenlola.schoolcloud.co.uk> to book your appointments and 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

Once you have booked your appointments then you will receive an email confirmation of your times, and you can edit these times at any stage up to the deadline set out in the email. 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 via the invite guest button which should appear at the top of the page. 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.

The online consultation will **begin at 1.00pm** and the **last appointment will be at 3.55pm**. You will be allocated a total **8 appointment slots**, each lasting a **maximum of 5 minutes**. Please be aware that some teachers have multiple classes and have a limit to the number of parents they can see.

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