



7 June 2021

Dear Parent /Guardian

### **Year 9 Parent Consultation - Booking Appointment for Online Consultations**

I would like to invite you to attend our Online Parents' Consultation Event on **Tuesday 15<sup>th</sup> 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 Wednesday 9<sup>th</sup> June and will close at 5.00pm on Monday 14<sup>th</sup> 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 email. 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**. You will appreciate that some teachers have multiple classes and will be very busy, but you can add yourself into a waiting list if there are teachers who you want to speak to but they have no slots left.

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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