



5 March 2024

Dear Parent/Guardian

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

I would like to invite you to attend our Online Parents' Consultation Event on Tuesday 12<sup>th</sup> March 2024 from 1:30pm – 3:30pm.

The School continues to use the online appointment booking system that allows you to choose your own appointment times with a maximum of 6 teachers and you will receive an email confirming your appointments. They can be made from 9.00am on Wednesday 6<sup>th</sup> March and will close at 5.00pm on Monday 11<sup>th</sup> March. 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 preferred name and date of birth**

A short guide on how to make appointments can be found at

<https://glenlola.collegiate.net/wp-content/uploads/2024/02/Parents-Guide-for-School-Cloud.pdf>.

You can also watch the following video to guide you through the process at

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

There is a small number of staff who are unable to attend the consultation but should you require any feedback from them, then please contact the school by following the procedure which can be found on the school website at <https://glenlola.collegiate.net/procedure-for-contacting-the-school/>.

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 needs 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.

Yours sincerely

Mr S Robinson

### **Educating Girls in Bangor for over 125 Years**

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