



Dear Parent /Guardian,

## **Year 8 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> November 2024 from 3:30 pm – 5:30 pm, with school finishing at 3:00 pm to help facilitate this. You will be able to book to see 6 teachers but please be aware that due to some teachers having multiple classes that spaces will be allocated on a first come, first served basis.

Appointments can be made from 9.00 am on Wednesday 6<sup>th</sup> November and will close at 5.00pm on Monday 11<sup>th</sup> November. 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 is attached as a reminder. 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 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

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