



## Howard Primary School

17-11-2020

Dear Parents and Carers,

### **Re: AUTUMN TERM – PARENT – TEACHER MEETINGS**

This year, meetings will take place remotely via video call using our new Parents Evening system called School Cloud (a parent guide will be sent out in another email shortly) and all appointments will now be booked online using School Cloud.

Meetings will be held during the week beginning **Monday 23<sup>rd</sup> November** and week beginning **Monday 30th November 2020**.

When logging in, please enter your name, email and details of one of your children. Once this information is entered, you will be able to make an appointment; if you have more than one child that attends the school, you will be able to book appointments for all of them on the same page. Once completed, an email confirmation will be sent via the email address provided when you initially logged in.

Please note that although the booking system will show as 12-minute appointments, these will actually end automatically after 10 minutes to allow time for the teacher to prepare for the next appointment. We feel that this new system is simple and intuitive however there will always be a member of staff available to assist you if you need some help. We are hoping that using School Cloud will be an improvement to the previous system and we would welcome any feedback from you.

We will attach a user guide with instructions of how to start your video appointment by the end of the week.

In order to make video calls you will need to have:

- A device with a microphone, speaker and camera (this could be a smartphone, tablet, laptop or desktop).
- Internet access (either WiFi or a mobile data plan)

In order for the meetings to run smoothly, we would ask that you try to find a quiet room where you will not be disturbed for the duration of the meeting (10mins).



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In order to ensure fair access for all parents/carers, appointments can be made from Saturday 21<sup>st</sup> November at 12 noon.

If you have any difficulties with the new arrangements, please send an email to your child's year group teacher or phone the school office.

Yours sincerely

Miss Handley

Deputy Head teacher

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