



Howard Primary School

Monday 4th October 2021

Dear Parents/Carers,

Re: AUTUMN TERM YEARS 1 - 6 PARENT – TEACHER MEETINGS

This year, meetings will take place remotely via video call using our Parents Evening system called School Cloud (a parent guide has been sent via email along with this letter). All appointments will be booked online using School Cloud.

Meetings will be held **during the week beginning Monday 18th October 2021.**

When logging in to School Cloud, 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 system is simple and intuitive however there will always be a member of staff available to assist you if you need some help.

We have attached a user guide with instructions of how to start your video appointment to the email with this letter.

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 (10 minutes).

In order to ensure fair access for all parents/carers, appointments can be made from Saturday 9th October after 4pm and will close on Thursday 14th October at 4pm. No appointments will be able to be booked online after 14th October 2021.

If you have any difficulties, please contact a member of the Office Team via email to office@howard.croydon.sch.uk.

Yours sincerely,

Miss De Saulles
Headteacher

Miss Handley
Deputy Headteacher



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