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8<sup>th</sup> October 2021

Dear Parent / Carer,

### Invitation to Teacher/Parent Learning Review Meetings - Online Appointment Booking

We have reached the point in the school year where we would normally be inviting you into school to attend your child's teacher/parent review meeting. In the light of our current Covid-19 risk assessment, we have again opted to carry out Parent Teacher meetings virtually using School Cloud, which will allow you to book your appointment for a face to face conversation with your child's teacher via video link. This term's teacher/parent meetings have been organised for **Tuesday 2<sup>nd</sup> November 2021** and **Thursday 4<sup>th</sup> November 2021**.

Please visit <https://chapelfordvillage.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You can login to book using your individual Parent Login Code, and your child's date of birth.

Your Parent Login code will be supplied in a letter sent home with your child at the end of the school day today. This will allow you to choose your own appointment time with the class teacher and you will receive an email confirming your appointment/s. The system will be open for bookings from Monday 11<sup>th</sup> October 2021 at 4pm and will close for new bookings on Thursday 4<sup>th</sup> November 2021 at 10am. Please find a link below to a simple guide and short video on how to create your appointment and how to attend your appointment over video link.

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

This is only our second virtual parents' evening and while reviews of the system were overwhelmingly positive in the Spring, there will no doubt be some bumps in the road as we continue to pilot its use. We are aiming to offer a hybrid approach to Parents' Evening in the Spring term, offering parents the choice of either face to face or virtual appointments, however this will very much depend upon the Covid situation closer to the time. Your support, patience and feedback will be very much appreciated.

Yours sincerely

Joanne Hewson  
Headteacher

