

Parents' Evenings October 2023

Dear Parents and Carers,

We will be holding Parents' Evening, for all children, on Tuesday 10th and Thursday 19th 2023. The appointments will be held online using SchoolCloud video appointments. The meeting will be for you to discuss with the class teacher how your child has settled into their new school year and class, and we hope that you will make an appointment, by following the instructions below.

Prior to the meeting, the classrooms will be open on Monday 2nd, Wednesday 4th and Friday 6th October, between 3.20pm and 4.00pm for you to view your child's learning. Please come along on any of these evenings, there is no need to sign up for this.

To book your online appointment, please follow the instructions below.

Bookings will go live at 7pm on Monday 2nd October 2023.

Firstly, click on the following link:

<https://newbridge.schoolcloud.co.uk>

It is suggested that if possible, you use Chrome as your web browser as it seems to be the most reliable platform for accessing SchoolCloud.

Please fill out the details on the login page. You will be asked for your title, first name, last name and email address, followed by your child's first name, last name and date of birth.

The details of the parent or carer must be the same as the ones we hold on our system. It is important that these are filled out correctly as they need to match our records as part of the authentication process for successful login. You will then be taken to the page to book your appointment(s)

On the day of your appointment, you will log in via the same link (above) and with the same details as you used to make appointment, where it will take you to a page telling you that you have an upcoming video appointment.

You can use any device with a microphone or speaker. This may be a mobile phone, laptop, computer or other similar device.

You will be able to see a countdown to the time of your appointment and you will need to click to start the appointment. When the teacher is ready, they will begin the consultation.

Each consultation will be 10 minutes long (again you will be able to see the countdown timer for the duration of the appointment). After this time, the call will automatically cut off to allow the teacher to start the next appointment.

Please note that it is possible for two parents to join an appointment from separate locations. Please see the instructions below:

You can give **ONE** other parent/guardian access to join the video appointments that you are involved with. You can grant this access at the time of booking, or later if required.

Once you have made your bookings (or when you later log in and go to *My Bookings*) click on the *Invite Parent/Guardian* link at the top of the list of your bookings. If you have already sent an invitation this link will show as *Manage Invites* instead.

You will then be presented with a box asking for the details of the parent/guardian to be given access. If you have more than one appointment they will all be shown and you can select the appropriate one.

You **must** enter a *Name*, and an *Email address*, as well as tick the box to consent to that person being given access to the information used to make the appointments. Then click the blue send button.

Please note that **ONLY** the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.

We need to stress, that if a parent forgets to attend a meeting, the meeting cannot be held at a different time.

Thank you for signing up.

Yours sincerely

The School Office