



20 November 2020

Dear parents, guardians, carers

Tuesday 8 December – Online Tutor Parents Evening Year 8

On the evening of 8 December, we are looking forward to the opportunity for a meeting between yourself, your child and your child's subject teachers. Due to the restrictions in place to protect the school and wider community, we will be holding this parents' evening, remotely. We recognise that parents will not have had any chance to speak to teachers due to Covid restrictions and therefore is really important that they take the time to book appointments with staff.

A couple of years ago we introduced an electronic Parents' Evening Booking System. This year we will be carrying out the bookings in the same way on this system, but will also be using their "Virtual Parent Evening" facility to hold our evening, remotely. This is not dependent on any particular platform as long as your device has internet access, a camera and microphone. This could be a computer, tablet or smart phone. The same web address will take you to both the bookings and the actual parent evening so it is a good idea to create a bookmark for it: <https://poole.schoolcloud.co.uk/>. The booking system will be live from **Monday 23 November** at 8:00am and full instructions are available via: <https://poolehigh.co.uk/wp-content/uploads/2020/11/Booking-Appointments-Parent-Evening-system.pdf> and <https://poolehigh.co.uk/wp-content/uploads/2020/11/Video-Appointments-Parent-Evening-System.pdf>

The system has standard five-minute appointments that are automated (i.e. not controlled by the teacher). If you are late to your appointment, they cannot be delayed. Therefore, please spend some time before the evening starts to ensure that the permissions for the camera and microphone are set, so you do not have to do this during your appointment slot. It is the first time we have used this technology for a whole year group parents evening so in the event that something in the system fails, we will resort to making phone calls. We will phone the mobile number of the first contact on SIMS. Please ensure that we have your up to date information and phone number. You can do this by completing the contacts section of the data collection sheet in the SIMS Parent App. It is currently not possible for multiple parents to join from different locations.

If you have any questions that you would like to raise in advance of the evening, please communicate through the year 8 office: year8office@poolehigh.poole.sch.uk

Yours sincerely

Mr P Gray
Headteacher