

28<sup>th</sup> February 2022

Dear Parents/Carers

### **Parents' Evenings March 2022 - Online Appointment Booking**

I would like to invite you to attend our **virtual** Parents' Evenings which will take place in the week beginning Monday 7<sup>th</sup> March. **Please note that these meetings are online and NOT in school.**

The school has introduced a new online appointment booking system called SchoolCloud. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback. Every appointment is ten minutes long and you will see clearly how much time you have left before it automatically times out.

You will be able to book appointments from 6.30am on Tuesday, 1<sup>st</sup> March and the booking period will then close at 11.55pm on Sunday, 6<sup>th</sup> March 2022.

Please visit <https://stmonicasn14.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). When you log in you will be able to see what times and dates are available for your child's teacher (please note that teachers are not all doing the same times/days). The system will only recognise the name and email address of the main parent/carer that was named on the contact form that was provided to the school. When you are booking, if there is a second parent to add to the meeting, please ensure you have their email address to include them in the meeting. Log in with the following information:

**Parent/Carer 1's - First Name**

**Parent/Carer 1's - Surname**

**Parent/Carer1's - Email Address**

**Student's - First Name** (make sure this is the full name you wrote on the school application form)

**Student's - Surname**

**Student's - Date of Birth**

On Monday 7<sup>th</sup> March, your child will bring home all their exercise books for all subjects. Please ensure that you return them to school on Tuesday 8<sup>th</sup> for their lessons. Children who have another parent at a separate address will be able to take books home on a different date (to be arranged between the teacher and the parent).

Please contact the school office if you have any questions or problems with booking.

Yours sincerely

Kate Baptiste  
Headteacher