

Our Ref: JMA

Wednesday 19th January 2022

Year Nine Parents' Evening

Dear Parents/Carers

Year Nine parents' evening is scheduled to take place on **Wednesday 2nd February between 4:30pm and 7pm**. At this stage, we have taken the decision to continue using the 'virtual' format for our parents' evenings, meaning that appointments will not be face-to-face. Like last year, you will be able to book times for video appointments with each of your son/daughter's subject teachers.

The booking system and appointments will be run using a web-based system called "**School Cloud**". In order to make video calls you will need to have:

- A device with a microphone and speaker
- A compatible web browser such as:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox

We would also recommend:

- Using your smartphone for video appointments. If you do not have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

To book your appointments please visit: <https://bishopperownececollege.schoolcloud.co.uk/> It will be open for bookings from midday on **Wednesday 19th January** until midday on **Wednesday 2nd February**.

To login in you will need your child's date of birth. Instructions for logging in and booking appointments are attached to this letter. Also included is a guide for attending your appointments over video call. Please be aware of the following:

- The only access to the Booking System is via the website listed above
- Each appointment lasts for 5 minutes. The system will automatically disconnect the video call once 5 minutes have passed. Please don't think we are being impolite!
- **Please try not to not book consecutive appointments.** A 5-minute break between appointments will allow you to consolidate one subject before moving onto the next
- **Please do not book appointments with two teachers of the same subject.**

We do hope that you will be able to attend this event. If you have any concerns regarding your son/daughter's education, you are welcome to contact us at any time.

Yours sincerely



Mr J Manship
Assistant Headteacher