

Dear Parent/Carer

I am writing to you with details of the upcoming parents' consultation evening for our year 12 students.

The event will take place online on **Thursday 4<sup>th</sup> November, 2021 between 4.30 and 7pm**. This will give you an opportunity to speak with your child's mentor and discuss their initial progress during their first half term at Paulet Sixth Form. The purpose of this evening is to speak to your child's mentor only, the opportunity to speak to subject teachers will take place later in the year.

### About the evening

The online platform we are using is called School Cloud and can be accessed through the web address [Paulet.schoolcloud.co.uk](https://paulet.schoolcloud.co.uk), you can join through a smart phone, laptop or computer with a webcam and microphone.

A detailed video of the process can be found here:

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

The video is about an example school but all the guidance applies to our website. All appointments are 6 minutes in length. This enables all parents to have equitable access to teachers.

Please see the attached help sheet for a step by step guide on booking appointments. The booking system goes live at 4pm on Friday 22<sup>nd</sup> October, until midnight on Wednesday, 3<sup>rd</sup> November.

### Technical support

Parents will be able to login to the website using the details we hold in school about yourself and your child. If you experience a problem logging into the site, please contact [H.Waltho@paulet.co.uk](mailto:H.Waltho@paulet.co.uk) who will be able to ensure our records are up to date and correct.



## Parents who don't live together

Where parents are separated but both parents want to meet the mentor there are two options. One parent can invite another parent or relative as a guest and they can join the appointments on their own device from separate locations or both parents can make separate appointments as long as they are listed as priority 1 in our information management system Sims. Again, if you are unable to log in as a parent then please contact [H.Waltho@paulet.co.uk](mailto:H.Waltho@paulet.co.uk) who can update our records to enable you access to make your own appointments.

I hope you can join us for this important event.

Yours Sincerely,

Mr. G Norton  
Head of 6<sup>th</sup> form