

Dear Parent / Carer

I am writing to you with details of the upcoming parents' evening for our year 11 students.

The event will take place online on **Thursday 27th January, 2021 between 4.30 and 7pm**. The parents' evening offers parents and carers the chance to discuss the progress of their child with subject teachers in 5 minute appointment slots.

Prior to the parents' evening, I encourage all parents / carers to view your child's latest report on Go4schools by visiting www.go4schools.com and logging in as a parent. These were published at the end of last term.

Please also note the following:

- English appointments will be offered for English Literature classes but not English Language classes to ensure equitable access for parents to our English teachers.
- Appointments for Drama are being offered on Tuesday 25th January to reflect Mrs Stolworthy's part time status.

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, you can join through a smart phone, laptop or computer with a webcam and microphone. Please do have your camera on for the meeting, it is beneficial for our teachers to be able to fully communicate with you during the meeting.

A detailed video of the process can be found here:

<https://support.parenteveningsystem.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 5 minutes in length and parents can book 1 appointment in each of their child's subjects. This enables all parents to have equitable access to teachers. When the 5 minute appointment timer gets to 0, the next appointment automatically starts, meaning the event will last around 30-40 minutes in total depending on your child's curriculum.

Please also see the attached help sheet for a step by step guide on booking appointments. The booking system goes live at 4pm on Monday, 10th January until midnight on Wednesday, 26th of January.

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 i.gilmour@phs.jtmat.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 teachers there are 2 options. 1 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 i.gilmour@phs.jtmat.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.

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Yours Sincerely,
Mr I Gilmour



Assistant Headteacher Curriculum