

19th April 2021

Dear Parent/Guardian

RE: Year 9 Parents Evening Arrangements, Tuesday 27th April

I would like to invite you to attend our Year 9 Parents' Evening on **Tuesday 27th April**. The virtual meetings will be from 4.30pm until 7.30pm. This is an important meeting as you will have the opportunity to virtually meet with your child's subject teachers, to ask any questions you may have and discuss the progress your child is making.

The school has introduced an easy to use online appointment booking system. 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. **Appointments can be made from Tuesday 20th April and will close on Tuesday 27th April at 4.00pm.**

Please visit <https://Stratfordschoolacademy.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter, however this short video <https://vimeo.com/473882995> also shows you how to log in to book, and later attend, video appointments for the parents' evening event.

We would recommend that parents do the following to make the process as smooth as possible:

Ensure that you are using a compatible web browser. Check that your camera/microphone is working

- It will be useful to **keep a 5-minute gap between each appointment** so that you can discuss the previous meeting with your child. Otherwise the next meeting will start automatically and you may miss some of the next meeting.
- **Please log on 10 minutes before** your first appointment on the evening to ensure the technology is working.
- Please be aware that **each meeting will last for exactly 5 minutes**, at which point the software will automatically cut off the meeting. There is a countdown clock visible on the screen to help keep you informed of the amount of time remaining.
- **Your son/daughter is expected to accompany you at the online appointments** as they are an integral part of the discussion on how to maximise their potential.

If you do not receive your automatic email which links you to the Year 9 Parents Evening then please contact the school office and we will resolve this issue for you. Please also contact us at the school if you have any further queries about the evening.

Yours sincerely,



Mr. M Walkinshaw
Assistant Headteacher