



4<sup>th</sup> January 2023

Dear Parent / Carer,

## **Year 9 Virtual Option Interviews Evening – Online Appointment Booking**

I would like to invite you and your child to attend our Year 9 Virtual Options Interviews Evening on Thursday 19<sup>th</sup> January 2023. The purpose of this evening is for you to discuss your child's Options choices. The interview will take place with a senior member of School staff, therefore, you will only need to make one appointment.

We have linked up with SchoolCloud - <https://buckinghamschool.schoolcloud.co.uk/> to use their Parents Evening system which allows parents/carers to video conference with their children's teachers from a smartphone, computer or tablet. No additional software is required, just internet access.

Appointments will be available for booking from 6pm on Friday 6<sup>th</sup> January 2023 and you will receive an email from SchoolCloud on the day appointments become available, looking something like the one below, inviting you to make an appointment with your child's subject teachers.

### Reminder to Book Appointments

Please remember to book appointments for Jonathan online.

Please remember to book your appointment for Parents Evening today by 5pm.

[Click here to login and book appointments](#)

This email was sent by [Parents Evening System](#).

Powered by  Parents Evening System  
Copyright © [School Cloud](#) Systems 2020

Click on the link in the email message. You will be asked to enter your child's date of birth to log in.

Should you not receive an email, you can log in by clicking on this link:

<https://buckinghamschool.schoolcloud.co.uk/> and then enter your full name and child's details.

A Parent Guide has been included with this letter to support you in making your appointments.

In order to attend your appointments, an email will be sent a few minutes before your first scheduled appointment. Simply click on the link contained within to login and begin the call. When the call begins, please ensure your camera and microphone are both on.

This page has some further advice on the process:

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

You will also be sent a confirmation of booking email as well as a reminder email the day before.

The appointment will be 105 minutes long. There is a timer on the parent and teacher screens to inform both parties of the time remaining for the appointment. Once the time expires the screen will go blank and your meeting will come to an end.

We hope you find this new system helpful, however, should you have any difficulties making your appointments, please contact Mrs Brearley at [cbrearley@buckinghamschool.org](mailto:cbrearley@buckinghamschool.org), or call 01280 818680.

Yours faithfully,

**Mr J Dunckley**

Assistant Headteacher (Curriculum)

[jdunckley@buckinghamschool.org](mailto:jdunckley@buckinghamschool.org)