



23<sup>rd</sup> January 2023

Dear Parent / Carer,

## Year 11 Virtual Parents Evening – Online Appointment Booking

I would like to invite you and your child to attend our Year 11 Virtual Parents Evening on Thursday 2<sup>nd</sup> February 2023. The purpose of this evening is for you to discuss your child's progress with their subject teachers. It is expected that both the child and parent/carer are present during the virtual conference.

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 Wednesday 25<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.



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.

Each appointment on the platform will be 5 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. If you have further appointments, you will then be placed in a virtual waiting room with a countdown until your next appointment and your screen will become live at the appointment time.

As appointments are only 5 minutes long, we will follow a clear protocol in all conversations. If any issues need to be discussed that will require longer, please make arrangements with the subject teacher to continue your discussion after the evening via a telephone call.

We hope you find this 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,

**Mrs J Devlin**

Head of Year 11

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