

Monday 10th January 2022

Dear Parent/Carer,

Re. Year 11 Parents' Evening - SchoolCloud Virtual Event

We have pleasure in inviting you to the **Year 11 Parents' Evening**. The event takes place on **Thursday 20th January 2022 from 3:30pm – 6.30pm**.

Following advice from Havering Local Authority and Public Health, we will run Parents' Evening virtually. Visitors in schools are currently restricted. We will ensure the safety of staff and parents/carers by limiting the number of interactions.

We will use an intuitive and easy to use online appointment booking system with Video Appointments to ensure Parents' Evenings can continue whilst onsite meetings are restricted. SchoolCloud allows you to choose your own appointment times with teachers. You will receive an email confirming your appointments. Each appointment will last for 5 minutes with a 1 minute gap between appointments. Please be aware the call will automatically finish/move to your next appointment when the on screen timer runs out.

The booking system will open Tuesday **11th January at 9.00am** and will close on **Wednesday 19th January at 1pm**. Should you wish to make any changes after this date, or for any other queries, please email parentsevening@steds.org.uk.

Please visit <https://stedwardscofe.schoolcloud.co.uk/> to book your appointments. **A short guide on how to add appointments and attend over Video Call has also been emailed to you.**

I trust that the virtual Parents' Evening will be a positive opportunity for you to discuss your child's progress and next steps safely.

Yours faithfully



Annabel Day
Assistant Headteacher