



CATHOLIC PRIMARY SCHOOL

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*Executive Head: Ann Slavin*

*Head: Tony Lynch*

*Assistant Head: Marily Troyano*

24<sup>th</sup> February 2021

Dear Parent / Carer

**PARENTS' CONSULTATION (OPEN EVENING) – Monday 15<sup>th</sup> and Thursday 18<sup>th</sup> March 2021**

I hope you and your family are all keeping well during these challenging times. We are looking forward to welcoming our children back on Monday 8<sup>th</sup> March. In the meantime, we wanted to give you these dates for your diary. We are arranging parents' consultations on Monday 15<sup>th</sup> March and Thursday 18<sup>th</sup> March 2021. These will take place virtually over SchoolCloud. **Details for accessing the system and making appointments are included below.**

When you log into SchoolCloud, you will be able to make an appointment for all your children. You will need to log in using your name, email and your child's details. A short guide and a video explaining how to use SchoolCloud are included below.

Do remember this is a consultation evening and staff have to allocate 10 minutes to each parent. They will want to talk about children's wellbeing, personal development and their learning, but lengthy discussions are best held at a less pressurised time. The software will close the meeting after 10 minutes.

You will be able to join the waiting room before your appointment time when the class teacher will admit you. School will not close early as in the past. However, please understand that if you are late, the class teacher will admit the next parent waiting and you may miss your slot.

Yours sincerely

**Ann Slavin**  
**HEAD**

## **SchoolCloud – Parents Evening Software**

As you know, we will be running our parents evening using SchoolCloud this autumn.

To access the system, please go to the school's page at <https://stcharlescatholic.schoolcloud.co.uk/>. You can access it on mobile phones, laptops, tables and other devices.

### **Bookings will open on Tuesday 9<sup>th</sup> March 2021 at 9am.**

Once you have accessed the system, you can log in and make appointments with your child's name, date of birth and class. You will be asked to give an email address so a confirmation email can be sent to you.

On the day of your appointment, you will need to sign back into the system and then click on the Join the Video Meeting button.

A short video explaining how to use the system can be found by clicking on <https://vimeo.com/user58887693>. A guide is also attached.

Links to the website, the help video and the guide are on our website.

Any queries, please contact your child's class teacher.