



**HEYFORD PARK
SCHOOL**

**Heyford Park School
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Executive Head of Primary : Sarah Nickelson
Executive Head Teacher Secondary: Craig Thomas**

Tuesday 8th June 2021

Dear Parent/Carer,

Year 8 virtual parents' meetings – Thursday 17th June – 15:30 – 19:00

Year 8 parents' evening will be held on Thursday 17th June 2021 between 15:30 and 18:30.

Due to the continued concerns regarding COVID 19, it will not be possible to run a traditional parents evening for year 8 at this point of the year, however we feel it's really important we have contact with parents as earlier as possible, even if that can't be in person.

We are trialling a new virtual parents evening system called 'School Cloud' this system will allow parents' to have meetings with their child's individual teachers. The meetings will be 5 minutes long to allow time for parents to meet with all of their child's teachers.

The appointments will only be able to last for 5 minutes, and the system will automatically end the appointment after 5 minutes, if you need more time, then a follow up meeting can be organised at a later date.

Online meetings appear to be the 'new normal' at the moment, however as ever with technology we appreciate your patience and support in making this successful. Please try to log in 10 minutes before your first meeting is due to start, the system will then run all of your appointments at you pre-organised allocated timeslot.

Please watch the parents' instructional guide demonstrating how to use this new system:

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

Once you have watched the instructional guide, please follow the below link to book your appointments.

<https://heyfordparkschool.schoolcloud.co.uk/>

You will need the following information to access appointments:

- Your child's legal first name and legal surname
- Your child's date of birth
- The parents/guardian e-mail on the school system

The system is now live and will be open to take your bookings until **Thursday 17th June (10.00am)**.

Troubleshooting tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. For example, if you have recently changed your title or surname and not informed us, we will be expecting you to login with the details we have on record.
- The email address you enter is only used to receive a confirmation of your appointment.

Parents of children who are on the SEND Register can book an appointment with Mrs Childs for a review of the Pupil Profile and progress towards the agreed Outcomes. It would be helpful to have your child present at this meeting.

If you have any questions, or are having difficulties with the booking system, please contact the office by email (office@heyfordparkfreeschool.org).

Kind Regards,

Mrs Wallington

Deputy Headteacher