

Tuesday 2<sup>nd</sup> February 2021

Dear Parents and Carers,

**RE: Year 13 Subjects Parents' and Carers' Evening - Online Appointment Booking**

We are delighted to invite you to attend our virtual Year 13 Subjects Parents' and Carers' Evening on **Thursday 11<sup>th</sup> February from 4:30pm-6:30pm.**

This is an important evening and provides you with the opportunity to have meetings with a number of your child's individual teachers to hear about how your child is progressing in a range of subjects. We are committed to facilitating this, especially in these challenging times where many changes are occurring regarding Year 13 assessment and examinations. We want you to have the opportunity to receive specific, supportive feedback from subject teachers in order to maximise your child's achievement. We are dedicated and undeterred in ensuring that your child still has the very best outcomes for their future and we are here to support them every step of the way.

These virtual conversations between you and your child's teachers will happen via an easy-to-use online appointment booking system called **SchoolCloud**. You will need a laptop or a smartphone with internet access to participate in these appointments. You will be able to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The appointment booking system opens from **Tuesday 2<sup>nd</sup> February at 4pm** and will close on **Tuesday 9<sup>th</sup> February at 3pm**. Should you wish to make any changes to your appointments after this date please contact Mrs Haider at [shaider@stmarks.anthemtrust.uk](mailto:shaider@stmarks.anthemtrust.uk).

Please visit <https://anthemstmarks.schoolcloud.co.uk> to book your appointments. A short six-step written guide on how to add appointments is also attached to this letter and you can also view a helpful short video which outlines the whole process here: <https://vimeo.com/473882995>. On the next page of this letter there are some other important protocols to observe and understand regarding the evening.

Before the individual appointments begin at 4:30pm, **you are invited to a Zoom meeting from 4:00pm-4:25pm, where members of the academy Senior Leadership Team will give some important updates relevant to Year 13 parents and carers.** This meeting can be accessed on Zoom via the following link:

**Year 13 Parents' and Carers' Evening Preliminary Meeting**

Time: **Feb 11, 2021 04:00 PM**

<https://us02web.zoom.us/j/85892435580>

Meeting ID: 858 9243 5580

Please note, the above link is only for the introduction meeting. All the individual appointments (that you sign up for) that follow this group meeting will be accessed through the **SchoolCloud** login.

Interim Principal Hannah Fahey

## Other important protocols regarding the virtual Year 13 Subjects Parents' and Carers' Evening

We would like to establish some ground rules so that all participants are following the same protocol to ensure all video calls are as safe and as effective as possible. **The virtual appointments must be attended by the parent/carer. Your child is encouraged to attend with you however they cannot attend on their own. By you joining the video call, as a parent/ carer, you agree to take responsibility for ensuring the following protocols are adhered to:**

- For full engagement and interaction, we encourage you to enable both your microphone and your camera for the appointments. If you do turn your camera on, please ensure you have a neutral background with no one else in view or able to view your screen. Please ensure there are no inappropriate photos, pictures or wording/logos in your background.
- If you live with others, please do make them aware of the times for the virtual parents' evening so that you are not disturbed and there are no distractions. Try to avoid other people walking into your camera shot or background.
- You should be appropriately dressed as you would be for a real-life face to face parents' meeting.
- Keeping your camera on is not compulsory and so you are free to have your camera off if you so wish.
- No conversations should be recorded.
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time automatically. The teacher is not able to extend this. All appointments have a 6-minute time limit.
- St Marks's is often commended for the very positive, constructive relationships between staff and parents, and it is important that this continues. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and refer the matter to the Senior Leadership Team.

If you do not have access to the internet, please contact Mrs Haider and we will be happy to add appointments on your behalf and support with arrangements for the evening. Similarly, if you have any further questions, please feel free to contact us at any time.

Yours sincerely,

**Miss Bhadare and Mr Foster**  
Heads of Sixth Form