



Re: Sixth Form Parent's Evening 19/10/2021

Dear Parents/Guardians

I hope this letter finds you safe and well.

As I am sure you will be aware, the COVID-19 pandemic has brought a number of unforeseen challenges that yourselves, pupils and teachers have all had to overcome. One of these challenges has been the inability to hold a Parents' Evening on site due to social distancing requirements.

However, as a school, this is something we have looked to rectify. The school has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment times for a video meeting with all your son/daughter's teachers and you will receive an email confirming your appointments.

The Sixth form parent's evening will take place on Tuesday the 19th of October 2021, and will run between 4pm and 6pm.

In order to access the online booking system, please go to:

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

The system is very easy to navigate and the following instructions should prove useful when getting yourself set-up:

- Once you have clicked on the link, please enter your details into the first part of the screen. IMPORTANT – As the online system links to the system in school, please make sure the details of the parent/guardian match the number 1 priority contact that is on the school system. If you are unsure about this, please ask your son/daughter to check this with their form tutor
- Please enter your son/daughter full first name and surname before entering their date of birth and the clicking 'Log In'
- Follow the instructions on screen that will allow you to book each appointment either automatically or manually
- Await email confirmation of your appointments to ensure this has all gone through correctly

On the Sixth Form Parents' Evening page on the school website, there are step by step instructions of how to book appointments and then attend them via video. If you need any further help, please follow this link to a really useful video that guides you through the process:

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

Please note the following when booking appointments:

- You will not need to book an appointment with your son/daughter's form tutor
- Some teachers in Sixth Form teach multiple form groups, therefore appointments are filled on a first come, first served basis
- If your son/daughter has two teachers for the same subject, appointments with only one member of staff can be booked
- Some part-time teachers do not work on a Tuesday, so you will not be able to book an appointment with these members of staff

ST JOHN BOSCO ARTS COLLEGE

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Storrington Avenue, Liverpool L11 9DQ

Headteacher: Mr Darren Gidman, BSc [Hons], NPQH



- All video appointments will last only 8 minutes and the system will automatically end the call at this point. There will be a timer on screen to let you know how long the appointment has left

As this is such a new system to the school that we are looking to use to support all pupils in all year groups, your participation in the parents' evening would be greatly appreciated as would your feedback on how you feel the system worked for you.

If you have any questions or queries, please do not hesitate to contact me at lyonc@stjohnbosco.org.uk

The staff and I look forward to seeing you at your video appointments on Tuesday 19th October 2021.

Kind regards

Ms C Lyon

Head of Sixth Form/Assistant Headteacher

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