



Re: Year 8 Parents' Evening – Tuesday 11th January

Dear Parents/Carers

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 challenges that parents, carers, pupils and teachers have had to overcome. One of these challenges has been the inability to hold a Parents' Evening on site due to Covid-19 guidelines.

In response to this, 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 your child's teachers and you will receive an email confirming your appointments. We are confident this will be an improvement on methods used across the last 12 months and allow for productive conversations with subject teachers.

Therefore, I am pleased to announce that Year 8 Parents' Evening will take place on **Tuesday 11th January from 4.30pm-7.00pm.**

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 child to check this with their form tutor
- Please enter your child's 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 Year 8 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 child's form tutor
- Some teachers in Year 8 teach multiple form groups, therefore appointments are filled on a first come, first served basis
- If your child has more than one teacher 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

ST JOHN BOSCO ARTS COLLEGE

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members of staff

- All video appointments will last only 5 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, your feedback on how you feel the system worked would be very welcome.

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

The staff and I look forward to seeing you at your video appointments on Tuesday 11th January.

Yours sincerely

Mr D Boyle
Assistant Headteacher

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