

8<sup>th</sup> February 2022

Dear Parents/Carers,

## RE: Booking appointments for parents' evening

As previously advertised parents' evening will take place on:

## Wednesday 16<sup>th</sup> February between 3:45pm-7:00pm & Thursday 17<sup>th</sup> February between 3:45pm-7:00pm.

We have taken the decision that appointments will take place virtually via video call and we are going to use a trial of a new booking system called 'School cloud' to facilitate the booking system for us. Due to the high transmission of covid-19 at the moment, I want to ensure that we are doing everything we can to reduce transmission of the virus and therefore we are not offering face to face appointments.

Appointments will last for 8 minutes via video link and there will be a timer which will appear to notify the teacher and the parent that the appointment is about to end.

You will be able to book appointments from 8:15am on the morning of Thursday 10<sup>th</sup> February 2022. In order to book appointments, you need to go to the following website:

## https://gayton.schoolcloud.co.uk/

Please do not try and book your appointment before this date as the system will not allow you to do so.

We have attached a guide to this email to show you how to book your appointment.

As this is a new school system, there may be a few initial problems with booking appointments, but if you are experiencing any difficulties, please contact the school office and they will be able to assist you.

We will aim to provide an opportunity towards the end of the spring term or at the beginning of the summer term when parents can come into school and see their child's books aswell. Hopefully, this will be more easily facilitated once covid restrictions have been removed.

Thank you for your continued support and understanding.

Kind regards,

Mrs McAleny