

PJA/SME/SMC

12 January 2022

Dear Parents and Carers,

Event: Year 11 Virtual Parent Consultation Evening (PCE) – Accessing and Booking Information
Date: Thursday 20 January 2022
Time: 4.30 pm – 7.30 pm

I am delighted to inform you that we will be holding our Year 11 Annual Parents Evening on 20 January 2022. This event will be held between the times of 4.30pm and 7.30pm using our virtual platform Parents Evening system (School Cloud System).

The virtual meetings with subject staff can be booked via the parents evening booking system. You will be able to register your child immediately by creating an account. Please note, if you have more than one child in Year 11, you will need to create a separate account for each child and book the appointments according to the individual child's list of classroom teachers. The booking system for the Year 11 PCE will open at **7.00 am on 13 January and will remain open until 19 January at 4.00 pm**. Within this time, you will be able to book a selection of **five-minute** appointments with your child's teachers in order to discuss their current level of progress and attainment.

Please see the link and the details below to register your child and access the booking system:
<https://plume.schoolcloud.co.uk/>

The additional link below also provides a step-by-step guide on how the appointments will be accessed and held on the evening: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

We recommend that parents and carers minimise the number of people in the household accessing the internet or using the same connection, during the PCE appointments. If internet connection is weak it could impact the quality and duration of the meetings and the system does not allow us to extend the meetings if any time or connection is lost. When you log-in on the evening, you will be able to view your appointments with the 'Start Appointment' buttons made available to you when it is time for your meeting with a specific teacher to start. Appointment times cannot be altered outside of the booking period as stated above and please be aware that meetings will cease immediately at the end of the allocated time.

The Parent Consultation system does not always allow parents to book appointments with all of their child's staff. Therefore, if you require a further conversation with a member of staff who you have not been able to book an appointment with this year, please do not hesitate to contact that member of staff via their email address. Please note that a full list of staff contacts and relevant emails addresses can be located on the academy website. If you have any further questions regarding the information above, please do not hesitate to ask.

Yours sincerely,



Mr. P Jackson
Head of Year 11