

Ref: JHA/KDE  
13 November 2023

Dear Parents and Carers,

**Event: Year 13 Virtual Parent Consultation Evening (PCE) - Accessing and Booking Information**  
**Date: Thursday 23 November 2023**  
**Time: 4.30 pm – 7.30 pm**

The Year 13 Parent Consultation Evenings (PCE) will now be via the virtual platform Parents Evening System (School Cloud Systems). This event will be held, as calendared on 23 November 2023, between the times of 4.30 pm and 7.30 pm.

The virtual meetings with subject staff can be booked via the parents evening booking system. You will be able to access the bookings website from **7.00 am, Wednesday 15 November**. Bookings will close on **Wednesday 22 November at 4.00 pm**. Within this time, you will be able to book a selection of **eight-minute** appointments with subject staff in order to discuss current levels 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.parenteveningsystem.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.

Please note, 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. However, if you require a further conversation with a member of staff, please do not hesitate to contact them directly. Unfortunately, due to time constraints this evening is for discussions with subject staff only, although Tutors, the Student Achievement and Progress Manager, namely Mrs Pipe or myself, can be contacted via email to arrange a separate meeting. A full list of staff contacts and relevant email addresses can be found on the academy website. If you have any further questions regarding the information above, please do not hesitate to contact Mrs. Demes, College Manager, via email [k.demes@plume.essex.sch.uk](mailto:k.demes@plume.essex.sch.uk) or 01621 879830.

Yours sincerely,



**Mr J Hallam**

Assistant Vice Principal - Head of College

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