

January 2023

Dear Parents/Carers

Year 11 Parents/Carers' Evening – Wednesday 18 January 2023 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Wednesday 18 January 2023**. This evening will take place from **3.30pm to 6.30pm**. This is an important evening and provides you with an opportunity to discuss your child's progress with their teachers, and how best to support them with their learning at this time.

Our online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

These appointments will be **virtual** and span 5 minutes long. Teachers will all have access to a camera and microphone to support conversations with Parents/Carers at this time. When the appointment is nearing the end of the 5-minute time span the call will automatically terminate. We have also placed 2-minute buffers between meetings. You may choose not to meet all of your child's teachers on this evening; alternatively, you may choose to follow up the 5-minute conversation at another time.

Appointments can be made from **09:00 on Monday 9 January** and will close at **12:00 on Wednesday 18 January**. Should you wish to make any changes after this, please contact your child's Progress Leader, **Mrs Chadwick** (mchadwick@priorysouthsea.org).

Please visit <https://priorysouthsea.schoolcloud.co.uk> to book your appointments. A short guide on how to log on and add appointments can be found here:

https://docs.google.com/document/d/1YmTGG3ZOGaoNh9wtTZMB-Vcld2N7-FbpLGvyPF2fy_Q/edit?usp=sharing

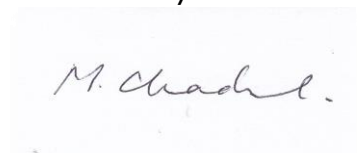
If you do not have access to the internet, please contact your child's Progress Leader, Mrs Chadwick, who will make contact with you to arrange another means of communication.

Once booked, a short video can be found here on how to attend appointments:

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

If you have any questions regarding this process, please do not hesitate to contact me.

Yours sincerely



Mrs M Chadwick
Year 11 Progress Leader