



Head Teacher. Mr Colin Marks

19th January 2024

Dear Parents and Carers

Parents' Evening Tuesday 6th February 2024 and Thursday 8th February 2024 – Online Appointment Booking

I would like to invite you to attend our Parents' Evenings on the 6th and 8th February. This will be a chance for you to discuss with your child's teacher how they getting on this academic year.

We will be using the same online system (SchoolCloud) we used for the Autumn Term appointments. Each meeting will be ten minutes long and attached to this letter is some additional guidance of how the appointments will work. There is also a short video clip showing how it works for parents and teachers here (scroll down to the bottom of the web page):

<https://www.parentseveningsystem.co.uk/features-video-meetings.asp>

Once you have joined your child's meeting there will be a timer. The meeting will finish automatically after the ten minutes. Staff will start 'wrapping up' the appointment after eight minutes so that no one is cut off mid-sentence.

If parents are separated or in different locations due to work commitments, when the appointment is booked there is an option to invite someone else to join the meeting (you will need an email address for them). You can do this either at the time of the original booking or at a later point before the meeting. There is information about this option included in the link below.

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

Appointments can be made from **Monday 21st January at 4.30pm** and will close on **Friday 2nd February at 9am**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://ortonwistow.schoolcloud.co.uk/> and complete the logging in form with the required information to book your appointments.

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Registered No. 116533 78 England.

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If you do not have access to the internet or experience any technical difficulties, please contact the school office.

Yours sincerely

Colin Marks
Head Teacher

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