



# Venerable Bede Church of England Academy

## Dayspring Trust



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Headteacher: Mr D Airey (BSc Hons)

Executive Headteacher: Mrs G A Booth (BA Hons/M.Ed.)

27 September 2021

Dear Parent/Carer,

### Year 7 'Settling-In' Evening: Thursday 7<sup>th</sup> October 2021 (3.30 – 6.00pm)

We would like to invite you and your child to attend our Year 7 'Settling-In' Evening on Thursday 7<sup>th</sup> October 2021 from 3.30pm to 6.00pm. This is an opportunity to speak with your child's form tutor so that you can find out how your child has settled in to Venerable Bede CE Academy. We will be holding this evening in 'virtual' format. The evening will be operated through 'SchoolCloud', which enables the opportunity for a 5-minute consultation meeting, by either video or telephone, with your child's form tutor.

The 'SchoolCloud' software is open for appointment bookings from **4pm on Wednesday 30<sup>th</sup> September and will remain open until 4pm on Wednesday 6<sup>th</sup> October.**

Please visit <https://VBede.schoolcloud.co.uk/> to book your appointments.

A short guide on how to log in to this software and add the appointment is included with this letter. SchoolCloud have also produced a very helpful step-by-step guide about 'how to attend appointments over video call' which can be found by clicking this [LINK](#). **You will need to enter your email address, First Name and Last Name, along with your child's date of birth, to access the booking system.** Once you have booked your appointment online you will receive an email confirming your booking.

Appointments will be limited to five minutes, so please be aware that the system cuts the connection after this time. It may be helpful to jot down a few questions in advance of the evening so your appointment is focused and makes the most of the limited time. If you wish, you can also optionally leave a message for the form tutor to say what you would like to discuss or to raise anything beforehand.

If you are late starting the video call, you can still join the call if it is within the scheduled appointment time, however, your appointment will automatically end at the scheduled end time. During your appointment, you will see a countdown timer so you know when the call will disconnect. If one party loses connection, please just wait whilst they log in again and you should be able to resume.

If you wish to discuss any generic pastoral concerns that you have, you can also arrange a meeting with your child's Head of Year, Miss Willetts.



On the day of your appointment, please log on in advance of your appointment time in case you have any delays accessing the system and so you can test all is working as planned. You need to click the 'allow' pop-ups to enable your microphone and your camera. If there is a sound or display issue, please try clicking the microphone/camera icon off and on again.

We look forward to meeting you via our new system and appreciate your continued support at this time. Should you have any further queries in the interim, please do not hesitate to contact school, and we will do our best to answers queries as quickly as possible.

Yours faithfully,



Mr J Exley

Assistant Headteacher

