



Venerable Bede Church of England Academy

Northern Lights Learning Trust



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Head of School: Mrs T Burgess
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February 2024

Dear Parent/Carer,

Year 8 Parents' Evening: Thursday 29th February 2024 (3.30 – 6.30pm)

We would like to invite you and your child to attend our Year 8 Parents' Evening on Thursday 29th February, from 3.30pm to 6.30pm. We will be holding this evening in 'virtual' format. The evening will be operated through 'SchoolCloud' which enables the opportunity for 5-minute consultation meetings, either by video or telephone, with subject staff to discuss your child's progress.

The 'SchoolCloud' software is open for appointment bookings from **4pm on Thursday 8th February and will remain open until 4pm on Wednesday 28th February.**

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

A short guide on how to log in to this software and add appointments 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 appointments online you will receive an email confirming your bookings.

As a small number of staff teach several Year 8 classes it may transpire that you are unable to book an appointment due to limited availability. In this instance, please can you join the 'waiting list' for the teacher if you need to speak with them and we shall arrange a time for the staff member to contact you directly as soon as possible.

Appointments will be limited to five minutes, so please be aware that the system cuts the connection after this time. **The evening is an ideal opportunity to speak with class teachers ahead of the subject choices process** - it may be helpful to jot down a few questions on each subject in advance of the evening, so your appointments are focused and make the most of the limited time. If you wish, you can also optionally leave a message for the teacher to say what you'd like to discuss or to raise anything beforehand.



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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 pastoral concerns that you have, you can arrange a meeting with your child's form tutor or Mrs Atwater, Head of Year 8.

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 virtual system and appreciate your continued support. 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



Mrs T Burgess
Head of School



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