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Chief Executive: Mr D Judson, BEd, NPQH
Head of School: Mr N Lindsay, BA (Hons), NPQH
Deputy Headteacher: Mr S Rawle, BA (Hons), MA

7th January 2022

Dear Parent / Carer,

Re: Year 11 Virtual Parents' Evening - Online Appointment Booking (0170-20KTH)

KEY MESSAGES:

- Year 11 Parents' Evening will take place on Thursday 20th January 2022
- This will be a VIRTUAL event
- Parents / carers must log into the School Cloud Parents Evening System to book appointments with teachers

I would like to invite you to attend our Year 11 Virtual Parents' Evening on **Thursday 20th January 2022, between 4:00pm and 6:30pm.**

This is a fantastic opportunity to discuss your child's progress throughout this academic year so far and to find out the areas of focus in preparation for their March Mock Exams.

For specific pupils, there will also be the opportunity to book an appointment with our Emotional Wellbeing Officer - Mrs Howlett and the Assistant SENCO - Mrs Walker.

We have opted to use the School Cloud Parents Evening System which allows parents / carers to choose and book their appointments with teachers online. You will receive an email confirming your appointments.

The appointment system is bookable from 4:00pm Monday 10th January 2022 until 4:00pm on Wednesday 19th January 2022. Appointments will be assigned on a first come first served basis.

From 4:00pm on Monday 10th January 2022, please visit <https://longfieldswiftacademies.schoolcloud.co.uk> to book your appointments. To login, you will need the following information:

- Your Full Name and Email
- Your child's full name and date of birth

Appointments will last 5 minutes, after which the video call will end automatically; this is to allow for more parents / carers to be seen during the evening. You may choose whether you wish to enable or disable your camera, if you do not want to be seen, please disable your camera. Appointments must not be recorded. There is a finite number of appointments throughout the evening, they are allocated on a first come first serve basis, once all of the appointments are allocated there will be no additional appointments.

For assistance on how to login in and book appointments, please see the parent guide attached to this correspondence.

To watch a video on how you attend the virtual sessions, please click on the link below.

<https://vimeo.com/473882995>

Further Information:

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker / headphones
- a compatible up-to-date web browser:

iPhone/iPad: Safari **Note: there is a known issue joining video calls using iOS 14.2.**

Please check your device does not run iOS 14.2, or use an alternate device.

Android: Chrome or Firefox

Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))

Mac: Safari, Chrome or Firefox

Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo

If you require any assistance, please contact the school reception on 01325 380815 or by emailing enquiries@longfield.swiftacademies.org.uk

Yours faithfully,



Mr K Thompson
Assistant Headteacher