



20 November 2020

Dear Parent/Guardian

### Year 11 Parents' Evening Wednesday 02 December 2020 - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 2<sup>nd</sup> December 2020, 4:30pm -7:30pm. This parents' evening is a very important event in the academic journey of our students and will provide parents with some clear feedback which will be invaluable in the preparations for next summer's GCSEs.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The appointments will be by video link so please make sure you are somewhere near a strong broadband connection. We recently held a Year 8 Parents' Evening using this system which was a great success.

Appointments can be made from 4pm on Friday 20<sup>th</sup> November and will close on Tuesday 1<sup>st</sup> December at 8pm.

Please visit <https://chilternedge.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is available on our website.) The following link will also be useful on the evening in terms of providing support.

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

Login with the following information:

#### Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

#### Student's Details

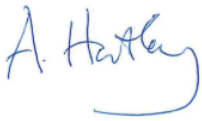
First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	1 <input type="text"/> January <input type="text"/> 2010 <input type="text"/>

**The names you use are those you gave us when you joined the school and are on our School Management Information System.**

If you do not have access to the internet or have problems logging in, please contact the school office who will be happy to add appointments on your behalf.

This will be one of our first attempts at using such software, however, based on the ease of set up, initial attempts at creating appointments and the reviews from other schools, the evening should be a great success. We look forward to seeing you there.

Yours sincerely,



Andy Hartley  
Headteacher