



5 March 2021

Dear parent/carer

**Re: Year 9 Optional Parent Meetings Wednesday 17 March and Parents' Evening Thursday 18 March 2021**

On Wednesday 17 March 2021 you will have the opportunity to book a meeting with Miss Javed to discuss any queries you may have regarding the Options process. This will be prior to your meetings with subjects and is optional.

On Thursday 18 March 2021 we will be hosting our Year 9 Parents' Evening. This is a crucial moment for you to discuss your child's progress with each of their teachers as they begin their learning journey into KS4.

In order to ensure everyone's continued safety, these events will be held virtually. We will be using new software, 'School Cloud Parents' Evening', to book and host the online Parents' Evening.

At home, you will need an electronic device with camera and microphone capabilities (such as a laptop, tablet or smartphone) alongside a broadband connection or mobile telephone connection with data.

Prior to 18 March you will be required to book appointments with each of your child's subject teachers. In addition, if you wish to discuss any aspect of the Options process, you will need to book an appointment with Miss Javed on 17 March.

You can book these appointments by:

Clicking this direct link, [SchoolCloud - The Dukeries Academy](#)

By visiting <https://thedukeries.schoolcloud.co.uk>

Should you have any problems booking your appointments via the booking systems, please contact our reception staff who will be able to support with the booking of your appointments.

The booking system for both events will open at midday on Monday 8 March. The Options appointments will close at midday on Tuesday 16 March and the Parents' Evening appointments at midday on Wednesday 17 of March.

Please note for the Parents' Evening that if your child has more than one teacher for a subject, you will only need to see one teacher per subject. When you have

booked all your appointments, please keep a note of your times for reference on the evening.

Prior to your first appointment on the evening, you will need to have returned to the link for your appointments. When you log back in, your appointments will be available, and you can select them at the appropriate times throughout the evening. Please note that each appointment will be **five minutes** long and the software will end this once the timer reaches zero. This is important as it ensures that all students and their families have an opportunity to discuss their progress. If anything becomes unclear throughout the evening which requires more than this length of time to discuss, please arrange with the teacher another opportunity to discuss further.

We recommend that you optimise your bandwidth on the evening to ensure that the video call is the best possible quality. If you are using a broadband provider, we recommend that all other devices which make use of the bandwidth are switched off. This includes other laptops, tablets or phones not being used for the video call, smart CCTV or doorbells, and Smart TVs. By turning these off, you prevent the dilution of the bandwidth and ensure that the call is the best quality that you can. We also recommend that you either use an ethernet cable where possible, or remain close to your WIFI router if you are using wireless. If you are using a mobile phone network provider then we recommend that you find the optimum location within your house to get the best reception.

In addition to the step by step guide we have attached further advice on how to book and attend appointments. This can be found by clicking here;

[Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk/parents-evening-how-to-attend-appointments-over-video-call)

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

Yours sincerely



Miss Aminah Javed  
KS3 Standards and Progress Leader