

12 January 2023

Dear parent/carer

Re: Year 9 Progress Review Evening Thursday 19 January 2023

This letter is to inform you that the booking system for the Year 9 Progress Review Evening will be open from 4.00pm on Friday 13 January 2023, and will remain open until 12 noon on Wednesday 18 January 2023. Appointments are available 4.00pm-6.00pm.

You can book 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.

These meetings will provide you with essential information on how your child is doing, and how you can best support them. Prior to the evening, you will also have received a copy of their latest progress report, so it will also provide you with an opportunity to ask any questions you may have around this.

For the video appointments, 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 your first appointment on the day, 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 event 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://support.parentseveningsystem.co.uk/article/801-video-parentshow-to-attend-appointments-over-video-call)

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

Yours sincerely

A handwritten signature in grey ink that reads "Emily Rosaman".

Mrs Emily Rosaman
Vice Principal – Quality of Education