

7 June 2021

Dear Parents/Carers,

As we approach the first virtual parents evening scheduled for the 8th June, I would like to update you on how the evening will run.

Before the evening, please familiarise yourself with how to attend appointments by clicking the link below:

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

On the evening you need to log in to the virtual parents evening at <https://outwoodshafton.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received. Once logged in you will see a notice that you have upcoming video appointments and under this the details of the event, along with a Join Video Appointments button. This will become available 60 minutes before your first appointment. Please adhere to the following protocols on the evening.

- No conversations should be recorded and must be professional at all times
- As normal, your child is welcome to attend the appointment
- Please be on time as the appointment times are not flexible at all and will start/finish exactly as scheduled and the teacher cannot extend the appointment
- Where possible please make sure your camera is turned on and you are in a suitable area for video calls e.g. kitchen, lounge, study and not in a bedroom

If you are having any technical issues on the night, please follow the steps listed here [Video Appointments: Troubleshooting Issues - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk)

We look forward to welcoming you to our first virtual parents evening.

Yours faithfully,



**Kathryn Senior**  
**Vice Principal**

