

Outwood Academy Shafton

Engine Lane, Shafton, Barnsley, S72 8RE

Tel: +44(0)1226 717730 Fax: +44(0)1226 781999

Web: www.shafton.outwood.com Email: enquiries@shafton.outwood.com

Principal: Mrs Alison McQueen

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:

<u>Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening (parentseveningsystem.co.uk)</u>

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 <u>Video Appointments: Troubleshooting Issues - SchoolCloud Parents Evening (parentseveningsystem.co.uk)</u>

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

Yours faithfully,

Kathryn Senior Vice Principal

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Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WFI 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

