



24 March 2021

Dear Year 8 Parents and Carers

Re: Making Your Parent-Teacher Meeting Appointments

Further to my email of Monday this week, thank you to those of you who have made **Parent-Teacher Meeting** appointments with your child's subject teachers already.

For those of you who haven't yet used the system, [online instructions are HERE on our website](#), and there is a summary of the process below. There is a video tutorial for How to Access your Appointments here [Video Parents Evening Demonstration](#).

If you cannot find a suitable time in the schedule for an appointment with one of the teachers you'd like to meet with, please contact me so I can resolve it.

We have experienced a few video meetings where a recurring, random issue with the connection has occurred. When this happens, the teacher sees a muted microphone and black screen whereas the parent sees a message that they are waiting for the teacher to let them in. If this happens, click the link that reloads the page, start the meeting to take you back to the start page, and then click on the green phone button to reconnect the call.

We have asked School Cloud to investigate this urgently. If you do experience these issues and need to reschedule your appointment as a result, please contact me via email rl@warwick.surrey.sch.uk

Booking Appointments

- Log in using your parent details (the same details you have provided for the school) and your child's Date of Birth. Please ensure the details are the exact same ones provided to the school for the system to recognise your child
- Click [HERE to go to School Cloud to Book your Appointments](#)
- Click [HERE for a Guide on How to Book Video Appointments](#)
- Click [HERE for a list of Teachers' Availability](#) so you can select the days and times when your child's teachers can be booked for consultations
- When you book your appointment, you will receive an automatic confirmation email. **In that email is the link to access your video call.** It is underneath the appointment details. **Keep this email safe!**

Accessing Appointments

- The link to access your video call is in the confirmation email you received when you made the booking. It is underneath the appointment details
- When you click to login you must verify your identity by entering your child's date of birth
- You will then have to turn on your microphone and camera before joining the meeting
- Please ensure you join the meeting ahead of the scheduled time so you do not lose any of the appointment time
- Throughout the appointment, you can see the time remaining in a blue bar across the video screen
- Once the 5-minute consultation time has ended, the meeting will end automatically. If you require further discussion with the teacher please email them to set up a follow-up appointment
- [Click HERE for a video of How to Access Video Appointments](#)
- [Click HERE for a written Guide on How to Access Video Appointments](#)

Please contact me if I can help in any way with the booking or accessing of your appointments.

Many thanks



[Mr S Rolt](#)

Deputy Headteacher