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24th September 2024

Dear Parents / Carers,

We would like to offer you the choice of a parent consultation video call or face to face appointment this term.

Video call appointments will take place between **Monday 14th and Friday 25th October**. The availability of days and times for video call appointments vary for each class due to teacher commitments.

Face-to-face appointments will take place in the School Hall on **Tuesday 15th and Wednesday 16th October** between **3.40pm and 5.30pm**.

To book either a video call or face to face appointment please use the Schoolcloud link below. This easy-to-use appointment booking and video call system allows you to choose your own appointment times with the teacher. The system automatically sends you an email confirmation. Please note there will be a separate video call appointment joining link/button for each class teacher. Each appointment starts promptly and is a set time in length.

To allow staff to meet all parents, only one appointment per child can be booked. The parent who books the appointment for your child can share the link to join the meeting with a second parent. This enables parents to join video call appointments from different locations. Information about how to do this is included in the attached Schoolcloud parents' guidance notes attached with this letter.

The appointment booking system goes live at 4.00pm on Friday 27th September and will close at 3.00pm on Friday 11th October. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://magorchurchinwalesva.schoolcloud.co.uk/> to book your appointments. Login with the following information:

Parent's First Name and Surname

Parent's email address

Student's First Name (preferred name given to school if different to legal name)

Student's Surname (preferred name given to school if different to legal name)

Student's Date of Birth

The data above must match exactly the data that we hold on our school database SIMS; if anything does not match it will not allow you to login, so in this instance please contact the school office for assistance.

If there are not enough timeslots available in your preferred choice, please let us know and we will accommodate you.

Cofion cynnes / Kindest regards,

Anthony Dixon-Gough

Headteacher