

**Headteacher: Mrs S Hamer**  
**Acting Headteachers:**  
**Mrs K Gordon. Miss L Welsh**  
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28<sup>th</sup> February 2023

Dear Parents/Carers,

### **Re: Parent/Teacher Consultations – Schoolcloud Virtual Event**

I would like to invite you to attend our Parent/Teacher Consultations virtual event week commencing Monday 27<sup>th</sup> March. This provides you with an opportunity to discuss your child with their class teacher. The availability of days and times for appointments varies for each class due to teacher commitments.

This easy to use online 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 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, enabling them to attend from a different location. Information about how to do this is included in the attached Schoolcloud parents' guidance notes attached with this letter.

The appointment booking systems goes live at 12 noon on Friday 3<sup>rd</sup> March and closes at 3.00pm on Friday 24<sup>th</sup> March. 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.

Cofion cynnes,

Mrs K. Gordon

Acting Headteacher