**8th November 2022**

Dear Parents / Carers

**Parents’ Evening**

We would like to invite all parents and carers to attend Parent’s Evening next week. We will be offering 2 options;

* **virtual - Wednesday 16th November,**
* **or in person - Thursday 17th November.**

We ask that you **only choose one option.**

**Virtual meeting:**

Your child’s English & maths books will be sent home on Tuesday 15th November and should be returned Wednesday 16th November. This will give you the opportunity to look at your child’s books prior to your meeting. Please read the information below on how to book your appointment.

**In person meeting:**

Parents will be able to request a 10 minute appointment with their child’s class teacher. Books will be available to view prior to your meeting.

**Virtual Meeting:**

The online booking system for the online parents’ evening allows you to choose your own appointment times with your child’s teacher. Once you have booked the appointment time, you will receive an email confirming your appointment and containing a link to access the **online video appointment.** Please just book one appointment per child.

Appointments can be made from 8th November and will close on Tuesday 15th November. Should you wish to make any changes after this date, please contact the school office.

The exact days and times depend on which class your child is in, but each evening runs from approx. 3.30pm to 6:30pm

Please visit https://redrose.schoolcloud.co.uk to book your appointments. (A short guide on how to book appointments is included with this letter.) Login with your details, the email address and your child’s details. The information must be identical to the information we have on our system - for example, if your child is known as Sam, but we have Samuel on our system, please use Samuel.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

When it comes to the appointment time, we recommend that you log onto the system (contained in the confirmation email) 5-10 minutes in advance. You will click on ‘Join Video Call’. You will then wait until the system automatically starts the video call between you and your child’s teacher.

The system provides you with **exactly 10 minutes** to discuss your child’s progress. The system will alert you when there is 1 minute left - this is the time to begin to wrap up the conversation.

Any issues, please refer to the School Cloud website or contact the school.

*Please complete the slip below if you wish to request an in person appointment.*

**In person appointment - Thursday 17th November**

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thursday 17th November** - in person appointment

Please indicate your preferred time slot:

3:30pm - 4:30pm

4:30pm - 5:30pm

5:30pm - 6:30pm

--------------------------------------------------------------------------------------------------------------------------------------------------