

28th January 2021

RHW/vcm/year12parentseveningFebruary/28012021

Dear Year 12 Parents and Carers

YEAR 12 VIRTUAL PARENTS' EVENING – THURSDAY 11th FEBRUARY 2021

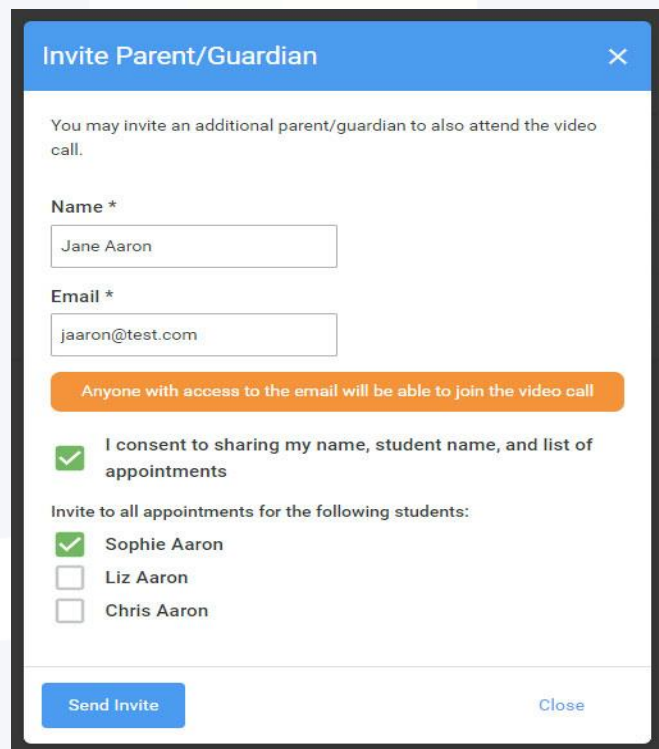
We would like to invite you and your child to attend a virtual Parents' Evening on Thursday 11th February between **16:00** and **19:00**. The evening will take the format of timed video appointments.

We are using a new video appointment system. This will enable us to continue face to face contact with parents during the current COVID restrictions. The booking system for appointments can be accessed via the following link <https://stjohnsmarlborough.parentseveningsystem.co.uk/>. The system will open for appointment bookings at 18:00 today, Thursday 28th January.

Simple 'step by step' set up instructions and a helpful video about booking appointments can be accessed via the following link: <https://bit.ly/3obUsm5>. Do take the time to read the booking instructions carefully. Please note that the software will not work with Internet Explorer - further details about recommended devices can be found by following the above link.

It is now possible for two parents to join an appointment from separate devices. Please see the advice below from SchoolCloud:

This much-requested feature is now live for all schools, meaning each video call can involve up to 2 parents/guardians. After the parent makes their bookings, they just need to click the 'Invite Parent/Guardian' button, then enter the email address of the parent/guardian to send an invite that grants access to the call. The additional parent then clicks the link in the email to join the appointments. Full details of how it works are explained in our [parent guide](#) which you can supply direct to your parents - they do not need to be logged in to view it.



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Each video appointment will last **5 minutes**. During your appointments, a countdown timer will be shown in a blue bar at the top of your screen. When the countdown stops, the call will automatically end, and the appointment is over. For further details please see the attached instructions.

The current COVID-19 lockdown restrictions mean that many of our teaching staff will be undertaking their video appointments from home and, in some cases, may be juggling childcare. This may mean there could be interruptions or additional background noise during appointments. We hope that you will make allowances in these instances and we thank you for your understanding.

Should you have any problems with system access or queries, please contact Mrs K Mathieson via email at: kmathieson@stjohns.excalibur.org.uk

We look forward to seeing you on Thursday 11th February 2021.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'R Haig'.

Mrs R Haig-Williams

Assistant Vice Principal & Director of Sixth Form