



## ABBEY PARK SCHOOL

3<sup>rd</sup> November 2020

### Virtual Tutor Consultation Day – 18<sup>th</sup> November 2020

Dear Parent/Carer,

I am writing to inform you about our upcoming **Tutor Consultation Day**, which will take place on **Wednesday 18<sup>th</sup> November** from 8:30am to 5pm. This is an opportunity for you and your child to meet virtually with their form tutor to discuss their current attainment and progress.

Due to the coronavirus we will need to approach this day and future parents' evenings a little differently than normal. Therefore as a Trust we have subscribed to a new system called *SchoolCloud* which provides us with the ability to host these events remotely over an online video link. We have chosen this provider as the appointments can run through a standard web browser or mobile device without the need for parents to install additional software.

Your child will be issued with a physical copy of their report in their PSHE lesson for them to bring home the day before. During the PSHE lesson, pupils will identify strengths and areas for improvement from the report and set themselves two targets which they will then need to feed back to yourself and their tutor during their appointment. We will also email an electronic copy of the report to yourself and put them on the Arbor Parent Portal so you can review before the meeting.

Pupils are **not** expected in school on Tutor Consultation Day as their teachers have appointments scheduled all day. **Pupils will be set work to complete at home** instead by the teachers they would normally have on that day. This work will also be available on Show My Homework.

### **Booking your appointment**

Tutor appointments are available from **8:30am to 12:30pm** (with the last appointment at 12:20pm) and from **1pm to 5:00pm** (with the last appointment at 4:50pm). You can book your appointment via <https://abbeypark.schoolcloud.co.uk>. You will need to confirm your details, including your child's name and date of birth in order to access the site. Please see attached step-by-step guide for more information.

If you have any issues accessing the site or booking your appointment please contact Mrs Boddy ([boddyh@abbeyparkschool.org.uk](mailto:boddyh@abbeyparkschool.org.uk)).



Executive Principal:  
Operational Principal:  
Vice Principal:



Mr C Zimmerman  
Mr J Young  
Mrs L Hunter



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### Attending your appointment

We would like you to attend the appointment with your child. On the day of the appointment, log back into the site and you will then see a notice that indicates you have an upcoming video appointment. This will become available 60 minutes before your appointment. Click on the **Join Video Appointments** button and your device may ask you to allow access to your camera/microphone, in which case please click 'Yes'. Click on **Start Appointment** and you should see yourself in the bottom right corner of the screen. The teacher will then join the call.

For further information and guidance please visit the following link:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please be aware this is a new process for us as well and we appreciate your patience and understanding whilst we move to this new way of conducting parents' meetings under the current circumstances.

Yours sincerely,

Mr J Ward  
Vice Principal



Executive Principal:  
Operational Principal:  
Vice Principal:



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