**MARK RUTHERFORD SCHOOL**

16 November 2020

Dear Parent/Carer

## Year 13 Virtual Parents Evening

I would like to invite you and your son/daughter to the Year 13 Virtual Parents Evening to be held on Thursday 26 November 2020, between 3.30-6.30pm, via a video conferencing platform called SchoolCloud. This evening gives you the opportunity to meet subject teachers via a video call in order to discuss your son/daughter's progress; you will also shortly receive their most recent Tracking and Assessment Point data.

**Booking appointments**

Appointments can be made by parents/carers (not students) from 5.30pm on Thursday 19 November 2020 until 3.00pm on Wednesday 25 November 2020.

A short guide on how to make appointments is available here. Please visit https://markrutherford.schoolcloud.co.uk/ to book your appointments.

The following information will be required to log in:
- Student's first name.
- Student's surname.
- Student's date of birth.

Wherever possible the appointment length is ten minutes, but for some subjects the appointment length is five minutes. SchoolCloud will book the correct length appointment for you and will manage the video call meetings on the evening. For subjects with a choice of teachers, the students have been informed who to make an appointment with.

Also available are six, twenty-minute appointments with the school's independent careers advisor, Helena Cooper.

If you have any technical issues with making a booking please do not hesitate to contact the school.

**Joining the video calls on the evening**

We'd recommend using your smartphone for video appointments, alternatively you can use a laptop or computer with speakers, microphone and camera. In order to gain the most from the video calls, we recommend your son/daughter is also present in the same location on the call.

On the evening of the video appointments, login to SchoolCloud https://markrutherford.schoolcloud.co.uk/, or click the login link from the bottom of the email confirmation you will have received. You can use an iPhone/iPad, Android, Windows, Mac or Linux device with the browser Safari, Google Chrome, Firefox or Microsoft Edge. Internet Explorer will not work for the video calls. You must allow access to the camera and microphone when prompted.

Once logged in you will see a notice that you have upcoming video appointments and under this, the details of the event, along with a **Join Video Appointments** button. This will become available 60 minutes before your first appointment. Once in the call, click the **Start Appointment** button.

The appointment times will be managed by SchoolCloud and will start and end strictly at the arranged times. The remaining time for the appointment is shown in the blue bar at the top of the screen. When the countdown in the blue bar stops, the appointment time is over and the call will automatically end.  If you have a consecutive appointment scheduled, the screen will display a **Start Next Appointment** button.  If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long it is until the start of your next appointment

If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen.

A full guide to using the platform for video calls can be found here.

We look forward to welcoming you on the evening.

Yours faithfully

Mr B Barker
Assistant Headteacher