



30 September 2020

Year 13 Virtual Parents' Evening on Tuesday 13th October 2020

Dear Parent/Carer,

On **Tuesday 13th October 2020** we are running our Year 13 Parents Evening between **5 pm and 8 pm**. This is an opportunity for parents/carers to meet with teaching staff and discuss the start that student's have made to Year 13.

For reasons that I know you are all aware of, we are not able to run this meeting face-to-face as we have done in the past. However, I am delighted to still be able to offer you the opportunity to meet with teaching staff virtually. We have invested in an online facility that you can use to directly book appointments and then use to facilitate the virtual face-to-face meetings. Appointments will appear on the system as 6 minutes long. However, staff will be looking to end appointments after 5 minutes. This is to allow for transition between appointments. It is important to note that if the appointment reaches the 6 minute mark, it will automatically be cut off by the online system.

The link for the Parents Evening system is: <https://riddlesdowncollegiate.schoolcloud.co.uk/>. Attached to this letter is a guide of how to set up your appointments and there is a further guide here (<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>) on how to attend and manage the virtual appointments.

It is really important that when logging into the system, parent/carers use details that match **EXACTLY** what we hold on our records.

The appointment system is now live and ready for you to start making appointments on a first come first served basis. If there are any issues with the booking of appointments, please contact parentsevening@riddlesdown.org.

Yours faithfully,

Mr M P Smith
Assistant Principal, Headteacher College VI