



Dear Parent/Carer

Re: Year 7 Parents' Evening

The Year 7 Parents' Evening will be taking place on Thursday 26<sup>th</sup> February. This will be an online event, using the [School Cloud](#) platform. You will need to register and book your appointments by logging into School Cloud. Here is a link to a [parent guide](#) which helps explain how to set it up.

You will be able to book a 4-minute appointment with teaching staff between the times of 4:30pm and 7:30pm. The booking system will open at 6pm on Thursday 5<sup>th</sup> February and close at 12pm on Wednesday 25<sup>th</sup> February. On the evening you will access your video appointments by logging into the School Cloud as above. At the time of your appointment you will be prompted to 'join the meeting'. All appointments will last a maximum of 4 minutes, there will be a timer displayed within the meeting so you will know when it ends. The video link will close when the 4 minutes is up. It is recommended that you log-on in advance of your first appointment to check that you can access the School Cloud. If you need any technical support, please contact [IHelpdesk@lymmhigh.org.uk](mailto:IHelpdesk@lymmhigh.org.uk).

As many staff have multiple classes in Year 7 it is unlikely that you will be able to arrange appointments in every subject. When the booking system opens on Thursday 5<sup>th</sup> February we are initially going to limit the maximum number of appointments you can book to 8 subjects. If there are any appointment slots still available on the system after a week, we will remove the maximum limit (from Thursday 12th). We hope that this will lead to a more equitable distribution of appointments. Please speak to your child prior to the booking system opening to help you to prioritise when booking appointments.

If your child has more than one teacher for a subject, only one of the teachers will be available on the evening. If there is a teacher that you cannot get an appointment with, but would like to speak to, then please contact them via their school email address, which can be found on the school website.

If you have any queries, please do not hesitate to get in touch, we are always here to help.

Yours sincerely,

Miss T Taylor  
Head of Year 7

