

September 13 2021.

Dear Parent/Carer,

We hope you feel that your child has made an excellent start to Year 7. To further help with this and enable you to forge a relationship with their tutor, we would like to offer you the option of an online appointment with your child's tutor on **Monday 20 September 2021** (3pm-6pm). We hope that you will be able to join us at your convenience and from the comfort and safety of your own home to receive a five minute online, face-to-face video call. Tutors will be able to introduce themselves and provide an update on how your child has settled into school life at Hayfield. There are also forthcoming events that tutors will be able to outline and discuss. You will, of course, also be able to ask any questions that you may have.

The event will make use of video conference call technology that is now part of the 'school cloud' online parents evening booking system. The online video system is not only COVID safe, but also has the advantage of strictly controlling appointment times and the length of each call. In order to secure your preferred time slot we need you to access the booking system by using the following link <https://hayfield.schoolcloud.co.uk/>. You will be required to provide your personal details and those of your child in order to set up an account through which you can then book your appointment time. As parents of Year 7, we are aware that you may not have experienced a Hayfield parent teacher consultation event and may not have used the booking system. The system is now used for all of our parents evenings across all year groups. A guide to help you book your appointment is accessible via the following link:

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

This guide can also be accessed via the parents/carers tab on the school website, by selecting the tab labelled 'Parents/Carers and selecting "Parents Evening Booking' from the drop down menu. If you require any help setting up your account please contact the school reception. The booking system will open at midday on **Monday 13 September 2021** and remain open until 10am on the day of the event.

Once your preferred time slot is booked, log in using the account you have created on the evening of **Monday 20 September 2021**. Please join us a few moments before your appointment and await your child's tutor to join the call. Any camera and video enabled device should work, such as a phone, ipad or other tablet, as well as a Chromebook, laptop or desktop PC. We hope that you will choose to join us in what will be the norm in terms of parent teacher consultations for the foreseeable future.

Yours sincerely



Mr M Linley  
Assistant Head teacher

