

November 8 2021.

Dear Parent/Carer,

We hope you feel that your child has made an excellent start to Year 10. To enable both you and them to receive subject specific feedback, we would like to offer you the option of an online appointment with their subject teachers on **Monday 15 November 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 from each subject area.

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. A video guide to help you book your appointment is accessible via the following link: <https://thehayfieldschool.co.uk/parents-evening-booking/>

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 8 November 2021** and remain open until 10am on the day of the event. Please note that some of our staff teach multiple Year 10 groups and where this is the case, appointments are on a first come, first served basis. Please do not book more than one appointment with each teacher. If they teach your child for more than one subject, they will discuss both within a single appointment.

Once your preferred time slot is booked, log in using the account you have created on the evening of **Monday 15 November 2021**. Please join us a few moments before your appointment and await your son/daughter's teacher 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 Headteacher