



**The Federation of
Hackbridge Primary School and Spencer Nursery School**

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24th February 2022

Dear Parents and Carers

Virtual Parent/Teacher Consultations

Wednesday 20th April 3.50pm – 5.20pm

Thursday 21st April 3.50pm – 7.30pm

The school is continuing to use School Cloud as both our online appointment booking system and video link provider for our upcoming virtual Parent/Teacher consultations. This system allows you to choose your own appointment times with teachers and you will receive an email from School Cloud confirming your appointment(s).

All appointments with the teachers will be held virtually, so please see the attached information sheet that will assist you with booking these.

Appointments can be made from 3.15pm on Thursday 24/02/2022. The online booking system will close at midnight on Tuesday 19th April 2022. Should you wish to make any changes after this date please contact the School Office.

Please be advised that only one appointment is available per pupil and the booking will need to be made by the parent who is our 'first contact'. We recognise that some children have parents that are separated. Where separated parents both wish to attend the Parent/Teacher Consultation, we expect that they jointly attend the same virtual Parent/Teacher Consultation appointment in the ethos of positive co-parenting.

School Cloud enables the parent making the booking to enter a second parent's email address into the School Cloud system when prompted so that the video link information is also sent to that parent. This facility should be used where any second parent, whether resident or non-resident, wishes to participate in the parent/teacher consultation meeting. Please see a video on how to do this here: [Video: Parents - invite another parent/guardian to join your appointments](#). The benefit of this feature is that both parents can attend the virtual appointment with the class teacher from their own separate locations as needed. Please note that the school cannot add a second parent manually.

Please visit <https://Hackbridge.parentseveningsystem.co.uk> to book your appointment. (A short guide on how to do so is included alongside this letter.)

You will need to log in to School Cloud with the following information:

Student's First Name
Student's Surname
Students Date of Birth

On the day of the meetings, you will need to join your meeting using the video link sent to you by School Cloud. We advise logging in at least ten minutes before your appointment time – you will then see a countdown on your screen until your appointment time begins and another countdown during the meeting so that you know how much meeting time is remaining throughout. A guidance video on how to join your booked meeting is available here: [Video: Parents - How to attend appointments over video call](#)

Should you have any difficulties, please contact the School Office who can talk you through the School Cloud system.

Yours sincerely

A handwritten signature in black ink that reads "E Walford". The signature is written in a cursive style with a period at the end.

Mrs E Walford
Headteacher