



# Bishop's Hatfield Girls' School

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15<sup>th</sup> December 2020

Dear Parents/Carers,

## Year 11 Virtual Parents' Evening - Online Video Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on Thursday 14<sup>th</sup> January 2021, 4.30-7.30 pm to discuss your child's progress with their teachers.

The school has introduced a new, intuitive and easy to use online video appointment system called SchoolCloud. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments will take place online and you can access the system from home or work. There will be no appointments on the school site. The link at the bottom of this letter provides more detail about how the system works.

Appointments can be made now and will close on Thursday 14<sup>th</sup> January at 12.30pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://bhgs.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You can login with your name and your child's name and date of birth.

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### SchoolCloud

Welcome to the Bishop's Hatfield Girls' School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

#### Your Details

Title  First Name  Surname

Email  Confirm Email

#### Student's Details

First Name  Surname  Date of Birth  1  January  2010

If you do not have access to the internet, or have any difficulties with the system, please contact the school office who will be happy to advise or add appointments on your behalf.

**"This is an OUTSTANDING school" - Ofsted 2016**



Appointments can only be made with the staff listed after you have logged in. Please note the following:

- For Combined Science you will be able to make an appointment with one science teacher - they will speak on behalf of all 3 science teachers
- For Mrs Asante's 11R Combined Science group, if she has no more appointment slots available, please make an appointment with Mr Dudley
- Mrs Dayton, Head of Year 11, is available by appointment. She will be making individual appointments with a number of parents herself. For most parents it will not be necessary to see her, but do make an appointment if you have an urgent matter to discuss.

On the evening itself:

- Log in using the link that will be sent to you by SchoolCloud or by logging in to the website.
- You can use almost any device, including smartphones. We recommend keeping the camera switched on as this improves communication.
- We recommend that you attend with your child. We are not expecting pupils to wear school uniform for appointments, but would request that they are dressed appropriately for a parent consultation appointment.
- Please find a quiet space where you will not be interrupted during your appointments.
- Appointments are 5 minutes long and cannot be extended; at the end of the 5 minutes the link to that teacher will close and you will move on to your next appointment.

The link below shows you how to book and attend the video call appointments

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

Yours sincerely,

Mr A Wood  
**Headteacher**