

26<sup>th</sup> January 2021  
(LL/SS)



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Dear Parent/Carer

### **S3 Parents' Evenings**

We are pleased to inform you that the S3 Parents' evening will take place on **Tuesday 15<sup>th</sup> February** from 4:30pm until 7pm. As you are aware, due to the current circumstances in-person parents' evenings cannot take place. Instead over the last year all such events have been conducted via **phone call with teachers** calling parents at the allotted time, selected by parents.

Using our School Cloud Booking System, you will be offered the opportunity to have a **5-minute** telephone appointment with the teachers you select. **Teachers will contact parents by calling on the landline number, unless otherwise stated.** We therefore ask that if you wish to be called on an alternative number you provide this when selecting a timeslot for your teacher appointment. **Please note that you must manually enter your preferred contact number in the "notes to teachers" section for each appointment you make.** We ask that you adhere to the 5-minute appointment time for all teachers.

In the attached email you will see the login details you will require to book your child's appointments and a link to the School Cloud. The booking system will **close at 12 noon on Monday 14<sup>th</sup> February**. Please note that the School Cloud is the platform used solely to book appointments, and not for the purpose of an online face to face meeting. All appointments will be telephone calls. If you receive any further information from School Cloud indicating a different method of contact will be used, please ignore unless otherwise informed by the school.

If you are unable to make appointments on your allocated evening but have an urgent concern, please let us know by emailing [breadalbane@pkc.gov.uk](mailto:breadalbane@pkc.gov.uk).

We would appreciate your support in following instructions provided. We would also ask in advance for your patience in the event of any technical glitches and should, for any reason, staff be unable to call at the allocated time, a further contact will be attempted **within one week of the original appointment date**.

Yours faithfully

**Mrs Lorna Libreri**  
**DHT School Improvement**

