



08 June 2021

Our Ref: RBN/KS

Dear Parent/Carer

## Year 7 Virtual Parents' Evening

I hope that you and your family are keeping well. Under normal circumstances you would be invited into School for parents' evening and have the opportunity to meet your child's subject teachers, tutor, myself and other members of staff. However, due to current restrictions, we have scheduled a virtual parents' evening for Wednesday 23 June 2021 from 4:30pm to 6:30pm. Your child's report will be sent to you the day before the Parents' Evening to allow you time to look at general progress and their attitude to learning.

You will be able to book appointments with your child's teachers and/or tutor, where you will have the opportunity to discuss the progress of your child/children. You will also be able to book an appointment with Miss Wall, SENCo and/or Mrs Reynolds, Nurture Group if applicable.

We are using SchoolCloud Parents' Evening System which allows you to choose and book appointments with teachers online.

Appointments open at 9:00am on Tuesday 15 June and close at 3:00pm on Tuesday 22<sup>nd</sup> June. Please visit <https://kingjames1.schoolcloud.co.uk> to book your appointment, you will need to enter the following information when booking:

- Your full name and email address
- Your child's full name and date of birth

When you log in, your child's subjects and teachers will be visible to you and you can select appointments from there. Once you have booked your appointments, you will receive email confirmation and a schedule. Appointments themselves will last 5 minutes each (a countdown timer will be visible), after which point the video call will end automatically; this is to allow for more parents/carers to be seen during the evening. You may choose whether you wish to enable or disable your camera, if you do not want to be seen, please disable your camera.

Appointments must not be recorded. There are several appointments throughout the evening which are allocated on a first come first serve basis. Once all of the appointments are allocated there will be no additional appointments. If you come to the end of your appointment and you feel you still have some unanswered questions, please contact the school on [kingjames@kj1a.com](mailto:kingjames@kj1a.com) and your questions will be answered by the most appropriate person.

For assistance on how to login in and book appointments, please see the attached



Acting Headteacher: **Mr S Whitehead BA NPQH**

Academy Trust registered company name trading as: **King James I Academy, Bishop Auckland**

Registered Office Address: **South Church Road, Bishop Auckland. County Durham DL14 7JZ**

Tel: **01388 603388** Email: **kingjames@kj1a.com**

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Charity Registration Number: 527392

parent guide. You can also watch a video on how to attend the virtual appointments: <https://vimeo.com/473882995>

In order to make virtual appointments run effectively you need to have a minimum of:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
- iPhone/iPad: Safari Note: there is a known issue joining video calls using iOS 14.2. Please check your device does not run iOS 14.2, or use an alternate device.
- Android: Chrome or Firefox
- Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here)
- Mac: Safari, Chrome or Firefox
- Linux: Chrome or Firefox

We also recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

This is our first KS3 virtual online Parents' Evening and we hope that it all runs smoothly, but if you have any further questions, please contact me on 01388 603388.

We hope that you are able to join us online on Wednesday 23 June to support with your child's successful progression.

Yours faithfully

Ross Brown  
KS3 Coordinator / Assistant Headteacher



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