



## BLACKMINSTER MIDDLE SCHOOL

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Dear parents/carers

### **Meet the Tutor Evening on Tuesday 21<sup>st</sup> September from 4.30pm to 7.30pm - Video appointments**

I would like to invite you to attend our Meet the Tutor Evening **on 21<sup>st</sup> September from 4.30pm to 7.30pm**. This is a great opportunity to meet your child's new tutor online and ask questions you may have.

The school has introduced a new intuitive and easy way to book and attend **video appointments**. This allows you to choose your own appointment time, you will receive an email confirming your appointments and will be able to attend a **video appointment** at your chosen time.

Booking will open from **Friday 10<sup>th</sup> September at 4.00pm**. It will close on **Thursday 16<sup>th</sup> September at 4.00pm**. This is to ensure the tutors have enough time to prepare all the necessary information about your child.

Please visit <https://blackminster.schoolcloud.co.uk> to book your video appointment.

A short guide on how to book appointments is included with this letter. You can check a guide on how to attend appointments over video call on:

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

To book your appointments and attend video consultations you will need your details and your child's details: student's first name, surname and their date of birth.

Please note that you can access, change, remove appointments and enter/leave a waiting list at any time before your booked appointment. Make sure you use exactly the same details to book and to access the appointments as otherwise the system will not recognise you. If you can't attend, please cancel the appointment yourself or contact us so that we can offer it to someone else.

We are confident that the SchoolCloud will be an improvement to the previous system and welcome any feedback.

If you require assistance, please contact the school office who will be happy to help.

Yours sincerely

Ms L McQuone

Executive Headteacher

