



VALENCE PRIMARY SCHOOL

Mr Richard November - Headteacher
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7th October 2021

Dear Parent/Carer

Teacher Consultations

I do hope you are all keeping well. We are currently in the process of arranging remote meetings (Reception – Year 6) for you to discuss your child's progress. These meetings will take place on Tuesday 12th October and Thursday 14th October 2021.

The appointment booking system we are using is called 'School Cloud'. This allows you to choose your own appointment time and you will receive an email confirming your appointment. Please follow the link from this email to access the system. We are confident that this will help improve the opportunities for meeting and welcome any feedback.

Due to the ongoing COVID-19 situation we will be using the 'video appointment' option.

Instructions on booking appointments and using video call feature:

If you would like to book an appointment on Tuesday 12th October, the booking system will be open from Friday 8th October at 8am and will close on Tuesday 12th October at 8am

If you would like to book an appointment on Thursday 14th October, the booking system will be open from Sunday 10th October at 8am and will close on Thursday 14th October at 8am.

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

Login with the following information

- **Your full name** as stored on the school system
(you must login as the same parent when joining the video call on the afternoon)
- **Your email address** as stored on the school system
- **Your child's full name** as stored on the school system
- **Your child's date of birth** (DD/MM/YYYY)

Just for backup, the link below will take you to the help section of the SchoolCloud website, the page has a video demonstration of how to join your appointment.

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

All appointments will last 9 minutes, and the system will automatically move on to the next appointment.

We do hope that the system is easy to use and hope that you find it useful, your feedback would be gratefully received.

Please contact the school office if there are any difficulties.

Kind regards

Mr R November
Headteacher