

February 2022

Dear Parent/Carer,

**Virtual Parents' Evening Tuesday 15 February - Online Appointment Booking 4pm-7pm**

We would like to invite you to attend our Virtual Parents' Evening on Tuesday 15 February. This is an important evening and will provide you with an opportunity to speak with your son/daughter's class teacher/teachers.

Our online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments will be created using our new system, SchoolCloud. We hope this will be an improvement to the previous system and we welcome any feedback. Please send any feedback via email to [enquiries@carlton.outwood.com](mailto:enquiries@carlton.outwood.com)

Booking opens: Monday 7 February - Year 11  
Tuesday 8 February - All year groups  
Booking closes: Friday 11 February at 4pm

Should you wish to make any changes after this date please contact reception on 01226 728494 or via 'Contact us' on the Outwood Academy Carlton website.

If, after reading the instructions below, you have further questions about Parents' Evening, please either send an email to [enquiries@carlton.outwood.com](mailto:enquiries@carlton.outwood.com) or call reception and we will be happy to help. If you do not currently have access to the internet, please contact reception and we will be happy to add appointments on your behalf.

With this letter you will find a guide on "How to attend appointments over video call". Please ensure you are familiar with how to access the system in preparation for your appointment and that you have the minimum system requirements as detailed on the guide.

Please ensure you are available to attend your appointment promptly at the arranged time. Appointment times have a fixed start and end time. It will not be possible to speak with your class teacher at any other time during the designated evening as they will be speaking to another parent. Appointments will last for a maximum of 6 minutes – the video call will disconnect after this time. Both parents/carers and teachers will be able to see a countdown clock on their screen indicating how much appointment time is remaining.

If there are serious concerns, these conversations should take place prior to Parents' Evening, due to the appointments being time restricted. Please contact us via reception or the Outwood Academy Carlton website, or your son/daughter's Learning Manager, and your concerns will be actioned.

In the event of an issue, the class teacher may try to contact you via telephone and the appointment will be conducted via this medium. Please therefore let us know if you need to update your telephone number.

Yours sincerely



Mr P Haynes  
Principal