

## HAYES SCHOOL

Principal: Mr S J Whittle M.A. (Cantab), P.G.C.E. NPQH

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www.hayes.bromley.sch.uk @HayesSecondary

Our ref: ALW/lxw/q/office/year8/parentsevening

28th March 2024 Dear Parent/Carer

Re: Year 8 Parents' Evening via Video Call Wednesday 8th May 4.00pm - 7.00pm 8BGW/8MLJ/8SMC/8SUP

I would like to invite you to attend our Parents' Evening by video call on Wednesday 8th May. This is an important evening and provides you with an opportunity to discuss your child's progress with their subject teachers.

Please note that parents' evening reflects one of three opportunities to receive feedback about your child's progress as part of our Assessment and Reporting calendar.

## Step 1

You are invited to book your appointments using our new system. The booking system will open on Wednesday 1st May at 7.00pm. Once bookings have been made, you will receive an email confirming your appointments. Please note that we are only able to schedule one appointment for each student per subject, so only parents/carers who are the main contact for your child (as advised to us on your enrolment form) are able to book appointments.

As some members of staff teach several classes, their appointment schedules will fill up quickly. If you have been unable to book an appointment with a particular teacher, staff will endeavour to contact you should there be any concerns.

Here is a link to a video which explains how to book and attend your appointments which you may find useful: https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

On the 1st May at 7pm, please visit https://hayes.schoolcloud.co.uk/ to book your appointments and login with the following information, following the prompts.

Your details (parent/carer): title, first name, surname, email Your child's details: first name, surname and date of birth:

	Cloud	to be amended via a link from the email confirmation -
Your Det		
Title	First Name	Surname
Email		Confirm Email
Student's	s Details	
First Name	Surname	Date of Birth  1 ▼ January ▼ 2010 ▼
Log In		



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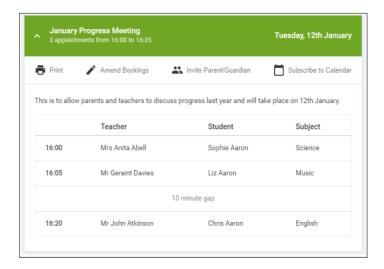




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To invite an additional parent/carer to join the call, select 'invite parent/guardian' after bookings have been made.



If you do not have access to the internet, please contact <u>parentsevening@hayes.bromley.sch.uk</u> and we will be happy to add appointments on your behalf.

## Step 2

Join the video call on Wednesday 8<sup>th</sup> May using the same link and log in details. In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser
- iPhone/iPad: Safari
- 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.

We look forward to being able to give valuable feedback at this event and ask that your child also joins you for each appointment.

Yours sincerely

NV

Ms A Williamson Year 8 Achievement Co-ordinator alw@hayes.bromley.sch.uk



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