

8th October 2021

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Year 7 Virtual Settling in Evening - Online Appointment Booking

Dear Parent/Carer of

Although we have intended for Settling in Evening to be face to face we have decided that in line with current government guidance to deliver it online on this occasion. Following the success of online Consultation Evenings last year and given the overwhelming positive feedback from parents and carers we feel that this will provide a suitable opportunity for parents to speak to teachers virtually, through our existing Parents Evening booking system – SchoolCloud.

I would therefore like to invite you to attend our Year 7 Virtual Settling in Evening on **Thursday 21st October 2021**.

This is an opportunity for parents and carers of Year 7 students to meet with their child's Form Tutor via video call to discuss how their child has settled in at Farlingaye. There will be another evening in May 2022 that will give you the opportunity to make appointments with individual subject teachers.

The school uses an online appointment booking system. This allows you to choose your own appointment time with the Form Tutor and you will receive an email confirming your appointment. We are opening bookings at 7pm however this does mean that we will not be able to reply to any queries until the following day. If you experience any problems logging on please refer to the attached Parent's guide in the first instance.

The appointment booking system will open at 7pm on 14th October 2021 and will close at 9am on 20th October 2021. Should you wish to make any changes after this date please contact Mrs Newman in the school office or via email inewman@farlingaye.suffolk.sch.uk.

Please visit <https://farlingaye.schoolcloud.co.uk> to book your appointments or if you already downloaded our School Gateway app, please follow the parents evening link.

Due to technical reasons only those parents and carers who are listed on our SIMS system as Priority 1 contact can make bookings via the online booking system. You will need to log in with the following information:

Parent's/Carer's Title
Parent's/Carer's Forename
Parent's/Carer's Surname
Parent's/Carer's email address
Student's First Name
Student's Surname
Date of Birth (*This will be your child's date of birth*)

At Farlingaye, we recognise that it is very important that all those with parental responsibility for students are treated equally, and therefore that anyone with parental responsibility is given the opportunity to attend Consultation Evenings and discuss how their child is progressing. Each video call can now involve up to 2 parents/guardians, including any non-resident parents. After the parent makes their bookings, they should click the '*Invite Parent/Guardian*' button, then enter the email address of the additional parent/guardian. This sends an invite that grants access to the call. The additional parent can then click on the link in the email to join the appointments.

In order to make video calls you will need to have a device with a microphone and speaker and a compatible web browser, and you may find that your smartphone will provide you with the easiest and most effective combination of these elements. However, if you don't have a front-facing camera, you should use a laptop or computer with a webcam. If you do not have the facility to video call, you will be able to turn the video option off and have a conversation with the teacher.

I hope these instructions will be helpful to you. For further information on how to attend your appointment over video call please click [here](#). If you have any specific concerns about progress in a particular subject, please contact Miss Ring in the first instance.

Yours sincerely

A Sievewright

Dr Andrew Sievewright
Headteacher