

7 February 2024

Dear Parent/Carer,

RE: Year 12 Virtual Parents' and Carers' Consultation Evening – Online Appointment Booking

We would like to invite you to attend our Parents' and Carers' Consultation Evening on Thursday 29th February 2024 (4.30pm – 7.00pm), which will be held virtually via video call to discuss your son's/daughter's progress with their subject staff.

Appointments can be made on Wednesday 14th February 2024 from 7pm via the online appointment booking system. Please visit <https://farlingaye.schoolcloud.co.uk/> or, if you have already downloaded our School Gateway app, please follow the Parents Evening link. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. You can book appointments using a PC/laptop, mobile phone or tablet.

However we recommend using a PC/laptop if possible to make bookings, as this allows you to see all the teacher availability on one screen.

The appointment booking system will close at 9am on 28th February 2024. If you experience any problems logging on please refer to the attached Parents' Guide in the first instance. Should you wish to make any changes after this date or if you have any queries, please contact Mrs Newman in the Data Office or via email inewman@farlingaye.suffolk.sch.uk.

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. To log in, you will need to enter:

Parent/Carer Title

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer email address

Student First Name

Student Surname

Student 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. Full details of how this works can be found at the foot of the parent guide.

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 that these instructions will be helpful to you. For further information on how to attend appointments over video call, please click on the [Parent Guide](#).

If you have any specific concerns about progress in a particular subject(s), please contact Mr Tait (Head of Year 12) in the first instance.

Yours sincerely,

Mr P Smith
[Headteacher](#)