

November 2020

Our Ref: 2020/220

Dear Parent/ Carer,

### **Year 10 Virtual Parents' Evening Wednesday 2<sup>nd</sup> December 2020 - Online Appointment Booking**

The College would like to invite you to attend a virtual Year 10 parents' evening that will allow you and your child the opportunity to discuss their progress with their Learning Tutors. The evening will take place on **Wednesday 2<sup>nd</sup> December 2020** between **3.30pm** and **6.00pm**.

With the constraints of the current Covid-19 situation the parents evening will not be held at the College, instead you and your child will 'meet' each Learning Tutor by video call. To facilitate this we will be using the online appointment booking system that we introduced last year. This allows you to choose your own appointments with learning Tutors and you will receive an email confirming your appointments.

Appointments can be made from Tuesday 17<sup>th</sup> November 2020 at 4pm and will close on Wednesday 2<sup>nd</sup> December 2020 at 2.30pm. Should you wish to make any changes after this date please contact Mrs Rawson (JRAWSON@landau-forte.org.uk) for assistance.

### **Booking**

Please visit <https://landaufortecollege.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter.

Please use the following information to Log in:

Student's First Name: Forename  
Student's Surname: Surname  
Child's date of birth

If you do not have access to the internet, please contact Mrs Rawson who will be able to make alternative arrangements.

### **Attending**

To attend your appointments you will need a device with a microphone, speaker and web browser which is connected to the internet (e.g. smartphone, laptop, desktop or tablet). Where possible please locate yourself in a quiet space, free from background noise.

Log in to the appointment booking system again where you will be invited to join the evening. A short guide on how to attend appointments is included with this letter.

Please note that each appointment has a fixed length of 6 minutes (5 minutes for the appointment and a 1 minute changeover to the next teacher) which cannot be extended. The start and end times

for each appointment are also fixed, meaning any delay in joining will reduce the time available with the Learning Tutor.

All of this information will be communicated to the students and I would ask for your support in attending the evening. This is a crucial point in your child's education and we look forward to the opportunity to discuss the specific support needed to help them attain their potential.

If you require any further information, please do not hesitate to contact me at the College.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'C Whiteley', written in a light grey or blue ink.

Mr C Whiteley

Head of Year 10