

October 2022

Our Ref: 2022/307



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Dear Parent/Carer,

### **Year 7 Virtual Parents' Evening Thursday 3<sup>rd</sup> November 2022 - Online Appointment Booking**

The College would like to invite you to attend a virtual Year 7 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 **Thursday 3<sup>rd</sup> November 2022** between **3.30pm** and **6.00pm**.

You will meet each Learning Tutor with your child via video call using the SchoolCloud online platform. 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 Thursday 13<sup>th</sup> October 2022 at 4:00pm and will close on Thursday 3<sup>rd</sup> November 2022 at 12:00pm. Should you need to make any changes after this date please contact Mrs Rawson ([JRAWSON@landau-forte.org.uk](mailto:JRAWSON@landau-forte.org.uk)).

If you know in advance that you are unavailable to attend, or you do not have internet access please contact Mrs Rawson using the email address above or by phoning the College who will be able to discuss alternative arrangements.

The College website has a parents evening page (<https://landau-forte.org.uk/parents/parents-evenings/>) where you will find help guides on booking/attending appointments as well as how multiple parent/carers can join the same appointment from different locations.


### **Booking**

Go to: <https://landaufortecollege.schoolcloud.co.uk>

Use the following information to log in:

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



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Landau Forte College  
Fox Street  
Derby  
DE1 2LF

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## **Attending**

You will need an internet enabled device (e.g. smartphone, laptop, desktop or tablet) with a microphone, speaker and compatible web browser (only Safari, Chrome, Firefox or Edge are supported). 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.

Each appointment has a fixed length of 5 minutes (4 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 blue ink, appearing to read 'C Whiteley', with a stylized flourish at the end.

Mr C Whiteley

Head of Year 7