



5<sup>th</sup> April 2022

Dear Parents/ Carers,

### **Parent Consultation Evening Year 10 Wednesday 4<sup>th</sup> May 2022**

As a result of the success of our virtual meetings in the summer, we will be using the same virtual model for the Year 10 Parent's Meetings on the 4<sup>th</sup> May.

Again, we will be using an online platform called 'SchoolCloud' which can be accessed at [www.wordsley.schoolcloud.co.uk](http://www.wordsley.schoolcloud.co.uk). When you reach the home page, you will be required to complete your details and the details of your child (or just one of your children if you have multiple children at Wordsley). You will then be able to view (and select), on the dashboard, the Parent's Meetings that are relevant to you. Once you have done this you have the option to either book appointments with the relevant subject staff either automatically (the system will choose appointments within a specific time frame for you) or manually. If you choose to manually select your appointments, you will be presented with all of the available time slots for your child's subject teachers. You then need to choose the appointment times that are most convenient to you. Once you have completed and confirmed your bookings, you will receive a confirmation email with a schedule of your appointment times. If you have any issues booking appointments, please contact the school where we will be able to support you to do this.

On the day of the Parent's Meetings, you will need to log back in to [www.wordsley.schoolcloud.co.uk](http://www.wordsley.schoolcloud.co.uk). On your parent home screen, you will see a green button that says 'Join Video Appointments'. Once you have clicked on this, you can check your sound and video. If you're happy with both, you will need to select 'Proceed to Video Call'. You will then need to press 'Start Appointment' to initiate the discussion and wait for the teacher to connect. As with any video call, you have the option to disable the camera so that you are communicating with sound only. At the end of the appointment with a specific member of staff, you will return to the main screen and you will follow exactly the same process again for your next meeting. Each meeting is five minutes in length and you will have a warning to let you know your time is almost finished. If you require any further information on SchoolCloud or would like to see how the software works, you can view a parent's guide by following the link here: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Our Year 10 Parent's Meetings will take place on **Wednesday 4<sup>th</sup> May 2022** from **4:30pm- 7:00pm**. Appointments will be available to book from **Wednesday 6<sup>th</sup> April** at **4:00pm** and bookings will close at **3:00pm** on **Wednesday 4<sup>th</sup> May**. Your child's report will be issued to your child to bring home on **Wednesday 4<sup>th</sup> May 2022**.

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**The Wordsley School • Brierley Hill Road • Wordsley • Near Stourbridge • DY8 5SP**  
**(01384) 816015 • [info@wordsley.dudley.sch.uk](mailto:info@wordsley.dudley.sch.uk)**  
**Headteacher: Mr G M Burton BSc/BEd (Hons) NPQH**

We thank you very much in advance for your support of our school in this event. Obviously, this remains a very different way of working for us as a staff but we remain committed to providing yourselves and your children with high quality advice and support to enable the very best progress.

Should you have any further queries regarding the Parent's Meetings, please contact school reception.

Yours sincerely,



Mrs H Griffiths  
Deputy Headteacher

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