

The Hemel Hempstead School

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Headteacher: Neil Hassell BEng (Hons) NPQH FCCT

Letter 39

13th November 2020

Dear Parent/Carer

Year 13 Remote Parent Consultation Evening - Thursday 3rd December 2020

You are invited to the Year 13 Parent Consultation Evening which will be held remotely on Thursday 3rd December this year between 4.30pm and 7pm. We would encourage all students to be involved in the conversations regarding their progress and be present alongside you during the evening.

The Parents Evening System, which can be accessed via the school website or via the following link <https://hemelschool.schoolcloud.co.uk/>, will go "live" and available for booking appointments from 6pm on Friday 13th November 2020 and close at 12pm on Thursday 3rd December 2020.

Please do not hesitate to contact the school should you have any issues with this system.

This system has been specifically set up to facilitate online, video calls for each of your appointments. The following link is a very useful guide to how the system will work.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

The system will work with the following platforms and will operate best via a smartphone with earphones and a microphone, where possible.

iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

After booking your appointments, to conduct your remote appointments and speak to teaching staff, log in to the system on Thursday 3rd December and the system will inform you of your upcoming appointments up to 1 hour before the first appointment.

- Clicking on the Join Video Appointment button will allow you to see the video call screen and will display you upcoming appointments, teachers' names and a countdown to your next appointment.
- When your appointment is due to start, click on the Start Appointment button.
- When the teacher joins the call, you will see them in the main part of your screen and will be able to start your discussion.
- Above the screen will be a countdown bar indicating the amount of time remaining on your appointment.
- When the appointment time is over, **the call will end automatically.**
- If you have a consecutive appointment, the screen will show Start Next Appointment, if not then a countdown will be displayed indicating the time to your next appointment.

Thank you in advance for your patience whilst we utilise and embrace this new work of working.

Should you have any issues, please do not hesitate to contact me at school via ParentMail.

Yours faithfully

A handwritten signature in cursive script that reads 'Eleanor Bevan'.

Miss E Bevan
Assistant Headteacher