



Cranborne Middle School



Headteacher: Mr R Stevens
Assistant Headteachers: Mrs R Cain, Mr S Gillott

15th October 2021

Dear Parents and Carers,

Autumn Term Parents' Evenings 3rd and 4th November

I would like to invite you to attend our Parents' Evenings on **Wednesday 3rd and Thursday 4th November between 3.30pm and 6.30pm**. The purpose this parents' evening is for you to discuss how your child has progressed so far this year, and to talk over their strengths and any particular issues. Thank you to all of the parents who responded to our survey asking whether you would prefer face-to-face or online appointments. The results were fairly evenly split, so we are therefore going to hold one of our dates as a face to face evening, and the other one as video calls via SchoolCloud.

Wednesday 3rd November – face-to-face appointments only.
Thursday 4th November – video call appointments only.

We are going to be using the online appointment booking system called SchoolCloud again. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Although initially there will be no limit to how many teachers you meet, if your child is taught several subjects by one teacher, it may be necessary to limit the number of appointments you make if they are overbooked. This will be done as we monitor the appointments made over the next couple of weeks.

All bookings will be strictly on a first come first served basis and are for five minutes each. We will have a waiting list, and will make contact via email in the first instance to update parents unable to book a meeting on either of the dates available.

Appointments can be made from 6pm on Friday 15th October and will close at 6pm on Tuesday 2nd November. Should you wish to make any changes after this date please contact the school office. Please visit <https://cranbornemiddle.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
(Registration Class) / (Tutor Group) / (Date of Birth) / (Login Code): «Information»

Please also follow this link to explain how attend the appointments on **4th November** only.
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Mrs Bedford is only available for appointments on Wednesday 3rd November. If you would like to meet with Mrs Bedford and cannot attend on the Wednesday, then do please contact her directly via email through the office or school website.

If you do not have access to the internet, please contact the school office and we will arrange a phone call instead. This will be on a different evening, and will be limited to a maximum of three teachers to allow us to manage the additional time this will need.

Yours sincerely
Mr R Stevens
Headteacher

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