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THE COOPERS' COMPANY AND COBORN SCHOOL

Love as Brethren

Headteacher: Ms Sue Hay, BA(Hons), PGDip, NPQH

St Mary's Lane, Upminster, Essex RM14 3HS

| Tel: 01708 250500 | Email: info@cooperscoborn.org.uk | Website: www.cooperscoborn.org.uk |

Thursday, September 30, 2021

Dear Parents and Carers

Year 7 Meet the Tutor – Thursday 7th October 2021 - Online Appointment Booking

We would like to invite you to attend our upcoming Year 7 Meet the Tutor on **Thursday 7th October 2021** from **4.30pm – 7.30pm**. This event will give you an opportunity to discuss your son / daughter's transition to secondary school and provide an overview of how they are settling in. You will also have the opportunity to raise any questions about the year ahead that you may have.

We will be using the online appointment booking system called '**School Cloud**'. This allows you to choose your own appointment times and you will receive an email confirming your appointment. In addition, as we are not able to have significant numbers of parents/carers on-site at the same time, we will be using the 'video appointment' feature of the system for this and all upcoming Parents' Evenings until further notice.

Instructions on booking appointments and using video call feature:

- The appointments booking system is now open and will close **Tuesday October 5th at 4pm**
- If you would like two parents to attend the same appointments but from different locations on difference devices, a second parent can be added as a guest to appointments once they have been booked.
- Please visit <https://cccs.schoolcloud.co.uk/> to book your appointments.
 - Login with the following information:
 - **Your full name** as stored on the school system
(you must log in as the same parent when joining the video call on the evening)
 - **Your email address** as stored on the school system
 - **Your child's full name** as stored on the school system
 - **Your child's date of birth** (DD/MM/YYYY)
 -

If you have any trouble logging onto the booking system please check you have entered your details and your child's details EXACTLY as you provided them to us. If you continue to have problems please contact Mr Dudley Hart or Miss Gibson.

- A clear PDF guide on '**making appointments**' is attached to this letter and there are links below to a web page and video guide to making appointments joining video calls. Please make sure you are familiar with this guidance before the event to reduce the likeliness of missing appointments due to technical issues.
 - Attending appointment on video call: [CLICK HERE](#)
 - Video demonstrating the video call system: [CLICK HERE](#)
- Should an appointment list for a teacher become full, you are able to add to a 'waiting list'. The teacher may look to add you if a space comes available or if they feel they have a pressing need to speak to you.
- Some teachers may target students they need to speak to and request appointments at specific times.

Appointment slots are 5 minutes which includes a 10 second break for the member of staff at the end of each



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one. After this time the system will automatically end the appointment. Your son/daughter is encouraged to attend the video call in order to hear and engage with the discussion. It is important that you test the device you are going to use to join the appointment by logging in on it BEFORE the event starts. This will give you time to check the connection, familiarise yourself with the interface and check that the device is compatible. As the appointments all run exactly on schedule, technical issues may lead to you missing your appointment and staff may not have space to accommodate you later in the evening.

We hope this letter, and attached guides, provides clear information to this intuitive service.

If you have any questions or queries, or issues accessing IT, please do not hesitate to contact either of us at the addresses below. We look forward to welcoming you all 'virtually' to Year 7 Tutor Evening on **Thursday 7th October from 4.30 – 7.30pm.**

Yours sincerely

Miss Hollie Gibson
Head of Year 7
hgb@cooperscoborn.co.uk

Mr James Dudley-Hart
Assistant Head i/c KS3
jdh@cooperscoborn.co.uk