



1536



1701

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 |

Wednesday 3rd November 2021

Dear Parent(s) and Carer(s)

Year 12 Consultation Evening – Thursday 11th November - Online System: School Cloud

We would like to invite you to attend our upcoming Year 12 Consultation Evening on **Thursday 11th November** from **4.30pm – 7.30pm**. This event will give you an opportunity to discuss your son / daughter's progress so far in the various A Level courses with their relevant subject teachers, and will also provide you with guidance on how to support them further.

The school has introduced a new intuitive and easy to use online appointment booking system called '**School Cloud**'. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. 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 will open on **Thursday 4th November at 7:30pm**. We ask all parents/carers to make their bookings by 4pm on Monday 8th November.
- 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)
- Clear PDF guides on '**making appointments**' and '**attending appointments on video call**' are highlighted below:
 - Making appointments: [CLICK HERE](#)
 - Attending appointment on video call: [CLICK HERE](#)
 - Video demonstrating the video call system: [CLICK HERE](#)
- Please note, it may not be possible to see every teacher due to time constraints. Should an appointment list for a teacher become full, you are able to add to a 'waiting list'. The teacher will look to add you if a space comes available or may contact you after the evening for feedback.
- It may be necessary to adjust appointments so please check your final schedule on Thursday 11th November.



1536



1701

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 |

- The system does now allow families that live apart to join on the same video call. Or, this is a useful feature if one member of a family wishes to join a call from work, whilst the other family member wishes to join the call from home. This feature has to be set up by you NOT the school. For information on how you would do this, please [CLICK HERE](#). Please note that you would need to activate this feature before the evening.
- In most instances appointments will last 5 minutes only and the system will automatically move you to the next teacher at the end of this time allocation.
- There is a firm expectation from the school that your son/daughter will attend the video call in order to hear the feedback being given.

As Head of Year, unfortunately I also teach students in Year 12 and so I am unavailable to meet with parents on this evening. Mr Bell, Deputy Head: Director of 6th Form also teaches students in Year 12 and so is also unavailable. However, if you have any questions or concerns following the evening then I can be contacted via email: jml@coperscoborn.co.uk

I hope this letter, and attached guides/videos, provide clear information to this intuitive service.

If you have any questions or queries, please do not hesitate to contact me.

We look forward to welcoming you all 'virtually' to Parents' Evening on **Thursday 11th November between 4:30pm and 7:30pm**

Yours sincerely

Mrs J Marshall
Head of Year 12