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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

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Monday 10<sup>th</sup> January 2022

Dear Parent(s) and Carer(s)

## **Year 13 Consultation Evening – Thursday 20<sup>th</sup> January - Online System: School Cloud**

We would like to invite you to attend our upcoming Year 13 Consultation Evening on Thursday 20<sup>th</sup> January from 4.30pm – 7.30pm. This event will give you an opportunity to discuss your son / daughter's academic progress in Year 13.

Following the mock examinations in late November/early December, teaching staff have now marked all mock examination papers and are in position to provide a clear update on your son/daughter's academic progress. This update comes at an important time before the 2nd set of internal mock examinations which take place after the February half term. This will be the only Consultation Evening for Year 13.

You will be able to make appointments with AT LEAST ONE of your son/daughter's teachers per A Level subject. In many subjects it will be possible to speak with teachers on both sides of the A Level course. However, please note that in some subjects this will not be possible (for example, some staff teach over 70 Year 13 students!) and if this is the case the update provided by an individual teacher will encompass both sides of the A Level course. If you still require an update from the teacher unable to attend, then please do not hesitate to contact them via email.

### **Instructions on booking appointments and using video call feature:**

- The appointments booking system will open on **Wednesday 12<sup>th</sup> January at 7pm**. We ask all parents/carers to make their bookings by 4pm on Tuesday 18<sup>th</sup> January.
- 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](#)



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- Video demonstrating the video call system: [CLICK HERE](#)
- It may be necessary to adjust appointments so please check your final schedule on Thursday 20<sup>th</sup> January.
- 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.

if you have any questions or concerns following the evening then I can be contacted via email: [jte@coperscoborn.co.uk](mailto:jte@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 20<sup>th</sup> January between 4:30pm and 7:30pm**

Yours faithfully

Mr J Teece  
**Head of Year 13**