

Headteacher: Mrs Kelli Foster
BA (Hons) with QTS

Mark Rutherford School
Wentworth Drive
Bedford MK41 8PX



MARK RUTHERFORD SCHOOL

24 May 2023

Dear Parent/Carer

Year 9 Virtual Tutor Evening

I would like to invite you and your son/daughter to the Year 9 Tutor Evening to be held on **Thursday 22 June 2023**, between 3.30-6.30pm, via our video conferencing platform, SchoolCloud (this is a change to the original date advertised as 25 May). This evening gives you the opportunity to meet tutors via a video call in order to discuss your child's progress, including the most recent assessment levels in preparation for next year.

Booking appointments

Appointments are booked by parents/carers via SchoolCloud with the individual tutor. Please note the window to book appointments opens at 5.00pm on Wednesday 7 June 2023 closing at 9.00am on Thursday 22 June 2023.

Please visit <https://markrutherford.schoolcloud.co.uk/> to book your appointment. A short guide on how to make appointments is available [here](#). If you have any technical issues with making a booking please do not hesitate to contact the school.

The following information will be required to log in:

- Student's first name.
- Student's surname.
- Student's date of birth.

Each appointment length is five minutes thirty seconds to allow for a 30 second gap between consecutive appointments. Should you wish for a more in-depth conversation with any of your child's teachers, please contact the school following the parents evening for a follow up telephone appointment.

Joining video calls on the evening

On the evening of the video appointments, log in to SchoolCloud <https://markrutherford.schoolcloud.co.uk/>, or click the link from the bottom of the email confirmation you receive. You can use an iPhone/iPad, Android, Windows, Mac or Linux device with the browser Safari, Google Chrome, Firefox or Microsoft Edge. Internet Explorer will not work for the video calls. You must allow access to the camera and microphone when prompted.

In order to gain the most from the video calls, we recommend your son/daughter is also present in the same location on the call. It is recommended to use a smartphone for video appointments, alternatively you can use a laptop or computer with speakers, microphone and camera.

Once logged in you will see a notice that you have upcoming video appointments and under this, the details of the event, along with a **Join Video Appointments** button. Once in the call, click the **Start Appointment** button.

Tel: 01234 290200 • Fax: 01234 290236 • email: mark.rutherford@mrus.co.uk • www.markrutherford.beds.sch.uk

 [mark_rutherford](https://twitter.com/mark_rutherford)

 Mark Rutherford School

Company Number: 08316719



The appointment time will be managed by SchoolCloud and will start and end at the arranged time. The remaining time for the appointment is shown in the blue bar at the top of the screen. When the countdown in the blue bar stops, the appointment time is over and the call will automatically end.

If you lose access to the system for some reason during the call, log in again and click **Start Appointment** on the video call screen.

A full guide to using the platform for video calls can be found [here](#). You can also find details there of how to invite another parent/carer to the appointments.

We look forward to discussing your child's progress with you on the evening.

Kindest regards

Miss Bradley

Handwritten signature of Miss Bradley in black ink.

Head of Year 9

Mrs Dougan

Handwritten signature of Mrs Dougan in black ink.

Assistant Head of Year 9