



15 November 2023

Dear Parent/Carer

Year 7 Virtual Parents Evening

We would like to invite you to our Year 7 Virtual Parents Evening to be held on Monday 18 December 2023, between 3.30pm-6.30pm, via our video conferencing platform, SchoolCloud. This evening gives you the opportunity to meet subject teachers via a video call in order to discuss your child's progress over their first term.

Booking appointments

Appointments are booked by parents/carers via SchoolCloud. Please note the window to book appointments opens at 5.00pm on Monday 4 December 2023 closing at 9.00am on Monday 18 December 2023. Please visit <https://markrutherford.schoolcloud.co.uk/> to book your appointments. A short guide on how to make appointments is available [here](#).

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 four minutes thirty seconds to all for a 30 second gap between consecutive appointments. SchoolCloud will manage the video call meetings on the evening. Should you wish for a more in depth conversation with any of your child's teachers, please contact the school via mark.rutherford@mrus.co.uk following the parents evening for a follow up telephone appointment.

If you have any technical issues with making a booking please do not hesitate to contact the school ahead of the evening.

Joining the video calls on the evening

It is recommended to use a smartphone for video appointments, alternatively you can use a laptop or computer with speakers, microphone and camera.

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 child is also present in the same location on the call.

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**

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

 [mark_rutherford](#)

 Mark Rutherford School

Company Number: 08316719



button.

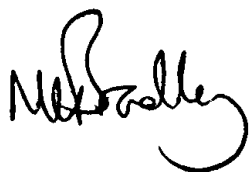
The appointment times will be managed by SchoolCloud and will start and end at the arranged times. The remaining time for the appointment is shown in the blue bar at the top of the screen. When the countdown in the blue bar stops, the appointment time is over and the call will automatically end. If you have a consecutive appointment scheduled, the screen will display a **Start Next Appointment** button. If you do not have a consecutive appointment, but you have not completed your final scheduled appointment you will see a countdown telling you how long it is until the start of your next appointment.

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.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr M Bradley'.

Mr M Bradley
Head of Year 7

A handwritten signature in black ink, appearing to read 'Mrs R Spencer'.

Mrs R Spencer
Deputy Headteacher