



February 2024

Dear Parent/Carer

### Year 8 Virtual Parents Evening

Our Year 8 Virtual Parents Evening will be held on **Thursday 21 March 2024**, from 3.30pm until 6.30pm, via our video conferencing platform, SchoolCloud. This evening gives you the opportunity to meet subject teachers via video call in order to discuss your child's progress over the course of the year so far and review the spring term report.

#### Booking appointments

Appointments are booked by parents/carers via SchoolCloud. Please note the window to book appointments opens at 5.00pm on Thursday 7 March 2024 and will close at 9.00am on Thursday 21 March 2024. Please visit <https://markrutherford.schoolcloud.co.uk/> to book your appointments.

The following information will be required to log in:

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

The appointment length is four minutes 30 seconds, with a 30 second gap between consecutive appointments. SchoolCloud will book the correct appointments for you and will manage the video call meetings on the evening.

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

#### 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 son/daughter 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** 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 discussing your child's progress with you.

Yours faithfully



Mr L Taylor  
Head of Year 8



Mrs R Spencer  
Deputy Headteacher