

Headteacher: Mrs Kelli Foster
BA (Hons) with QTS

Mark Rutherford School
Wentworth Drive
Bedford MK41 8PX



MARK RUTHERFORD SCHOOL

March 2023

Dear Parent/Carer

Year 12 Virtual Parents Evening

Our Year 12 Virtual Parents Evening will be held on **Thursday 30th March 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.

Booking appointments

Appointments are booked by parents/carers via SchoolCloud with individual subject teachers. Please note the window to book appointments opens at 5.00pm Wednesday 8th March and will close at 9.00am on Wednesday 29th March 2023.

Please visit <https://markrutherford.schoolcloud.co.uk/> to book your appointments. 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 nine 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.

Additional appointments

In addition to appointments with your child's subject teachers, our support team are available on the evening should you wish to book an appointment. To discuss any pastoral issues, please select to book an appointment with your child's Head of Year Mr Uddin. Our independent careers advisor Helena Cooper is also available on the evening if you would specifically like to discuss career choices further. Please note these appointments will be available between 4.30pm until 6.30pm should you wish to book these additional appointments.

Joining the 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.

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



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

Yours faithfully

Mr Uddin



Head of Year 12

Mrs Spencer



Deputy Headteacher