Headteacher: Mrs Kelli Foster
BA (Hons) with QTS

Mark Rutherford School
Wentworth Drive
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MARK RUTHERFORD SCHOOL

April 2025

Dear Parent/Carer

Year 10 Virtual Parents Evening

Our Year 10 Virtual Parents Evening will be held on **Tuesday 6th May 2025**, between 3.40pm-6.40pm 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 23rd April 2025 and will close at 9.00am on Tuesday 6th May 2025.

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 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.

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.

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

Year 10 Office