



1<sup>st</sup> March 2021

Dear Parents and Carers,

**Year 7 Virtual Parents' Evening Thursday 11<sup>th</sup> March 2021 - Online appointment booking**

We are looking forward to hosting our Year 7 parents' evening by video call. The platform we use for the evening itself is the same as the one we use for parents evening bookings.

Booking is now open, please visit <https://sohamvc.parentseveningsystem.co.uk> to make your appointments or go to <https://www.sohamvc.org/page/?title=Bookings+Appointments&pid=1204> for additional guidance. Bookings need to be completed by midnight on Wednesday 10<sup>th</sup> March. Most appointments will be available between 4pm and 6pm with some appointments up until 6.30pm. Appointments are 3 minutes long and will run to the second! This is part of the software and there is no way of going back or extending the call.

To start the virtual parents' evening, you go to the same place that you made the bookings <https://sohamvc.parentseveningsystem.co.uk>. We recommend that you log on in good time and click 'start video appointments'. This will display your video and a countdown to your first appointment time. Joining early allows you to check your video is working, there is no way of starting an appointment before time so don't worry about being on it too early. Please read the attached guidance to find out what to expect, the best device to use and what to do if you have any difficulties:

1. [Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://sohamvc.parentseveningsystem.co.uk)
2. [Video Appointments: Troubleshooting Issues - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://sohamvc.parentseveningsystem.co.uk)

As for our usual parents' evenings, we welcome the students to join the meetings.

If you require any assistance logging in or do not have access to the internet to book, please contact Mrs Daniels at the school to make appointments for you. Please note it will also be possible to come into school to use a computer if necessary. Please contact Mrs Daniels if you would like to do this [adaniels@soham-college.org.uk](mailto:adaniels@soham-college.org.uk).

We have used this software a number of times and are aware there that there are occasional technical difficulties – there will be over 2000 individual meetings happening in just a few hours! I apologise in advance for any issues you do encounter. I will send a questionnaire after the event to gather feedback. If there are any issues with an appointment, please email the teacher and arrange to catch up at some other time.

The key feedback from the parents who have taken part in online parents' evenings is to log in early, check your video is working, and check the microphone - it will be coloured green to indicate audio is working.



One of the big advantages of parents evening being run in this way is that for some of you, it will be possible to do in the comfort of your home. Please bear in mind that parents evening is a formal meeting and it should take place in an appropriate setting wherever you are attending from.

The SEND department will be available for school consultations during the Year 7 parents evening. If your child is on the Special Educational Needs register and you wish to speak with the SENCo, please book an appointment with Inge Tucker, Key Stage 3 SENCo. The appointments will be double length, so 6 minutes. This is not for students with an EHCP.

If you have any enquiries about the report, please contact Mr Daybell at [mdaybell@soham-college.org.uk](mailto:mdaybell@soham-college.org.uk). If you have any queries about the online parents' evening booking system, please contact me directly.

Yours sincerely,

Edward Slingsby

Assistant Head

[eslingsby@soham-college.org.uk](mailto:eslingsby@soham-college.org.uk)