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Academy Principal

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A University of Kent Academies Trust School

20 September 2021

Dear Parent/Carer

Personal Tutor Parent/Carer Evening – Thursday 30th September 4 - 7pm

I would like to invite you to meet your child's Personal Tutor on Thursday 30th September. Following very positive feedback from families last year when we trialled using an online platform, we have decided to continue to use SchoolCloud to facilitate these evenings.

SchoolCloud is an easy-to-use online appointment booking and live video meeting system. This system is very flexible and allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments schedule, and the details of how to join your meetings on the evening.

To access SchoolCloud, you will need to visit chathamgrammar.schoolcloud.co.uk to complete the 'your details' and 'student details' sections. The SchoolCloud system is accessible on any internet enabled electronic device, including mobile phones. Once completed, this will authenticate your account via the academy system for access.

Please be aware that when logging in to SchoolCloud, your details must match the Academy's details, including your name. Please do not use shortened versions of names as the system will not allow you access with details that do not match our system records. Also, if you have more than one child at the academy, you will need to create a separate account for each child.

Appointments can be made from Wednesday 22nd September and will close on Wednesday 29th September at 17:00. A short guide on how to add appointments is included with this letter.

All appointments are on a first come, first served basis and each appointment slot will be 5 minutes. This is in line with our usual Parent/Carer evening set up. We also ask that cameras and microphones are checked prior to appointments and switched on, during appointments.

If you would like any support accessing and booking appointments or wish to provide us with feedback of your experience using SchoolCloud, please contact the Admissions Team via email on admissionscg@universityofkentacademiestrust.org.uk

Yours sincerely,

Gemma Lynch
Associate Assistant Principal

OUR COMMITMENT TO YOUR PRIVACY

From time to time we may use your personal information to communicate newsletters or marketing information about events, products and services offered by the school which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to your current relationship with the school. You will find further information about how we use your personal information in our Data Privacy Notice by visiting <http://www.chathamgirlsgrammar.medway.sch.uk/privacy-parents/>. Should you wish to opt out of receiving these communications at any time you can do so by contacting the school office via email: officeCG@universityofkentacademiestrust.org.uk