

**Wendy Walters** BA (Hons) MA  
Academy Principal

Chatham Grammar  
Rainham Road  
Chatham  
Kent  
ME5 7EH

T : 01634 851262  
E : OfficeCG@universityofkentacademiestrust.org.uk  
W : www.chathamgrammar.org.uk

A University of Kent Academies Trust School

10 February 2021

Dear Parent/Carer

### **Year 11 Parent/Carer Evening – Thursday 25<sup>th</sup> February 4-7pm Online Appointment Booking**

I would like to invite you to attend our Parent/Carer evening on Thursday 25<sup>th</sup> February. Due to the current restrictions in place, we have decided to move to an online Parent/Carer evening platform, School Cloud, to ensure these important evenings can continue to take place virtually this year.

The Academy has introduced a new initiative with an easy-to-use online appointment booking and live video meeting system. This system 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 School Cloud, you will need to visit [chathamgrammar.schoolcloud.co.uk](https://chathamgrammar.schoolcloud.co.uk) to complete the 'your details' and 'student details' sections. The School Cloud 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 School Cloud, 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 Monday 15<sup>th</sup> February and will close on Wednesday 24<sup>th</sup> February at 12:00pm. A short guide on how to add appointments is included with this letter or alternatively please use the link below to access a short guide to support you:  
<https://vimeo.com/473882995>.

You will have the option of seeing all your child's subject teachers. 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 have introduced School Cloud to ensure we can continue to communicate and support our students and their families. However, please note that this is a new platform for the Academy and as we endeavour to make the first Parents/Carer evening on the platform a success, we kindly ask that you bear with us should we encounter any difficulties on the day of the Parent/Carer evening. We will be working to ensure that any issues are rectified in the best possible way.

During half term, if you would like any support accessing and booking appointments or wish to provide us with feedback of your experience using School Cloud, please contact the Admissions Team via email on [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk).

Yours sincerely

**Mark Cawthorne**  
**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](mailto:officeCG@universityofkentacademiestrust.org.uk)