

17th March 2021

Dear Parent/Carer,

RE: UKAT Sixth Form Year 12 &13 Parent/Carer Evenings – Online Appointment Booking

I would like to invite you to attend our joint Year 12 &13 Parent/Carer Evenings on Wednesday the 24th March and Thursday 25th March 2021. 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.

As the UKAT Sixth Form is based on two sites, we will be running two separate evenings to accommodate all of our subjects and ensure that Parents/Carers can access all teachers if they wish to.

- All subjects taught at BA (Brompton Academy site) will have their Parents/Carers evening appointments on **Wednesday 24th March 2021**
- All subjects taught at CG (Chatham Grammar site) will have their appointments on **Thursday 25th March 2021**.
- Both events will run from 4pm to 7pm.

The Sixth Form 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 appointment schedule, and the details of how to join your meetings on the evening.

To access SchoolCloud, for Chatham Grammar, you will need to visit <https://chathamgrammar.schoolcloud.co.uk/> and complete the Your Details and Student's Details sections. Once completed, you will be able to book an online appointment. 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. You will need to do this separately for both Wednesday and Thursday in order to book appointments with all subject areas at both sites.

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. 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 today, Wednesday 17 March at 12:00pm and will close on Tuesday March 23rd at 12:00pm. A short guide on how to add appointments is attached with this letter, or alternatively please use the link below to access a short guide to support you: <https://vimeo.com/473882995>. All appointments are on a first come, first served basis and each appointment slot will be five minutes, in line with our usual Parent/Carer evening set up. Please be aware that the system has been designed so that these appointments are kept strictly to time and so there will be a countdown alert for the last 30 seconds of the appointment, and after that each appointment will automatically finish. Should you require a follow up conversation with the teacher, this can be arranged separately via email at a later date.

SchoolCloud has been introduced to ensure we can continue in an efficient manner. However, please note that this is a new platform for the Academy and as we endeavour to make Parent/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. We also ask that cameras and microphones are checked prior to appointments and switched on, during appointments.

If you would like any support logging in to the system or booking appointments, please email: schoolcloudsupport@universityofkentacademiestrust.org.uk.

If you have any questions in the meantime, please do not hesitate to contact me at the academy or via email: michellemarshall@universityofkentacademiestrust.org.uk

Yours faithfully,

Mrs M Marshall
Assistant Principal