



6th January 2022

Dear Parent / Carer

Year 12 & 13 Progress Evening by Video Call - Appointment Booking

I would like to warmly invite you to attend our Year 12 & 13 Progress Evening on Thursday 20th January from 16.00 - 19.00.

The evening will be run remotely with meetings via video calls using the 'Parents Evening System'. We used this system for all of our Progress Evenings last year and feedback from parents and staff has been very positive. This is mainly because there is no queuing or waiting around as timings are adhered to religiously due to the automated nature of the system. Furthermore, there are also no background noises or distractions such as there can be in big venues in school. However, it is worth remembering that each appointment lasts exactly 7 minutes (there is a timer in the corner of the screen). This means conversations need to be really focused in order to make the most of the appointment. As a result, you may wish to prepare questions in advance so you can maximise the time. If, following the evening, you still find yourselves with unanswered questions or that simply time had run out before you had finished, please contact the member of staff directly and a further conversation can be arranged. Staff email addresses are formed as follows; staff initial staff surname (no gap)[@southdartmoor.devon.sch.uk](mailto:southdartmoor.devon.sch.uk). So, for example, my email address is jbradford@southdartmoor.devon.sch.uk.

To book appointments for all Year 12 & 13 students at South Dartmoor, please visit <https://southdartmoorcommunitycollege.schoolcloud.co.uk/>. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name / Surname / Date of Birth

This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Other staff also available for appointments are Payman Jaberri (Head of Year 12 & 13) and Emma Gallagher (Head of Sixth Form).

Appointments can be made from Thursday 6th January and the booking system will close on Tuesday 18th January at midnight. Should you wish to make any changes after this date please contact Jo Wills (jwills1@southdartmoor.devon.sch.uk).

Please also find a guide for how to attend appointments over video calls below:
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

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I hope this evening will offer you valuable information and support.

Yours faithfully



Mr J Bradford

Assistant Headteacher, Progression

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