



HEADTEACHER: MELISSA ROBERTS

LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

CB/hr/Y12 Parents' Evening  
1<sup>st</sup> November 2022

Dear Parent(s)/Guardian(s),

**Year 12 'Virtual' Parents' Evening – Thursday 10<sup>th</sup> November 2022 –  
Online Appointment Booking**

I would like to invite you to attend our parents' evening on **Thursday 10<sup>th</sup> November**. This is an important evening and provides you with an opportunity to discuss your child's progress and learning to date. Appointments will be available from as early as 3:45pm.

The school uses an online appointment booking system, which allows you to choose your own appointment times with teachers. You will also receive an email confirming your appointments and you will be able to use a smartphone, tablet, laptop or other computer to conduct the appointments over video call. There is no need to download any additional software.

Appointments can be made from **Tuesday 8<sup>th</sup> November at 9:00am**.

Please visit <https://stjosephscollege.schoolcloud.co.uk> to book your appointments. If you require any further help, please visit <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

**In order to log in, you only need the following information:**

- **Your first name and surname**
- **Your child's legal forename and surname, (this may also include a preferred forename and surname that your child uses)**
- **Your child's date of birth**

The TES (SchoolCloud) system has a waiting list, so if a particular teacher does become 'booked up', a slot may become available and you may be added closer to the evening to see that teacher. Consultation slots for all teachers are 6 minutes in length. This will enable staff to speak to as many parents as possible. We require parents and staff to limit discussions to the allocated time to ensure that other parents' appointments are not compromised.

Telephone: 01782 848008, email: [sjcollege@stjosephsmail.com](mailto:sjcollege@stjosephsmail.com) [www.stjosephstrentvale.com](http://www.stjosephstrentvale.com)

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Using the new video call system, the next slot will be automatically in place, so calls will end at this point. Timers can be seen on your screen, so you are able to communicate your messages to staff during the allocated time.

If you have a concern that requires a lengthier conversation, we request that you contact the school at a separate time using my e-mail address [cbanner1@stjosephsmail.com](mailto:cbanner1@stjosephsmail.com).

Please remember that the booking system will not be open until Tuesday 8<sup>th</sup> November at 9:00am. If you do not have access to the internet at home, please contact Miss H Robinson, School Secretary, on 01782 848008 or [hrobinson2@stjosephsmail.com](mailto:hrobinson2@stjosephsmail.com) and she will be happy to add appointments on your behalf.

Finally, I would like to provide some guidance on safe appointments. Following a small number of incidents of parents conducting their appointments while driving, I would like to advise parents that should teachers not feel that the appointment can take place safely, then teachers will end the appointment early. I am sure that you will appreciate that while the online system adds convenience for many parents, we want to ensure that everybody can attend their appointments safely.

Yours sincerely,



Mr C M Banner  
**School Data Lead/Head of Year 12**