



HEADTEACHER: MELISSA ROBERTS  
LONDON ROAD, TRENT VALE, STOKE-ON-TRENT, ST4 5NT

CA/hr/Y8 Parents' Evening  
19<sup>th</sup> February 2024

Dear Parent(s)/Guardian(s),

**Year 8 'Virtual' Parents' Evening – Thursday 29<sup>th</sup> February 2024 –  
Online Appointment Booking**

I would like to invite you to attend our online parents' evening on **Thursday 29<sup>th</sup> February 2024**. This is an important evening and provides you with an opportunity to discuss your child's progress and learning to date, along with their recent assessment results. You will receive a copy of your child's assessment results in a report before parents' evening. Appointments for parents' evening 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 27<sup>th</sup> February 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.

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

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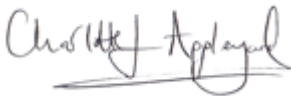
Consultation slots for all teachers are 5 minutes in length. This will enable staff to speak to as many parents as possible. We require parents and staff to limit discussions to the allocated time to ensure that other parents' appointments are not compromised. Using the new video call system, the next 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 email address [cappleyard@stjosephsmail.com](mailto:cappleyard@stjosephsmail.com). Furthermore, if the Head of Year 8, Mr B Weaver, needs to discuss any matter with you, he will make contact with you prior to the evening to confirm the need to make an appointment.

Please remember that the **booking system will not be open until Tuesday 27<sup>th</sup> February 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 whilst driving, I would like to advise parents that should teachers feel that the appointment cannot take place safely, the appointment will be ended 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,



Miss C Appleyard  
**Director of Progress**