



Ivy Lane School

Ivy Lane, Chippenham,
Wiltshire, SN15 1HE.
www.ivylane.wilts.sch.uk
Telephone: (01249) 652556
Email: admin@ivylane.wilts.sch.uk

Head of School: Mrs Helen Lammin (BSc Hons QTS)

17th November 2020

Dear Parents/Carers

Virtual Parents' Evenings – Wednesday 25th and Thursday 26th November

We will be holding our Parents' Evenings on Wednesday 25th November from 3.30pm until 7pm and Thursday 26th November from 3.30pm until 5.30pm. We are aware, and apologise, that this is fairly short notice to inform you about how our Parents' Evenings will proceed, however, we have been exploring the safest way to provide parents/carers with the opportunity to meet with their child's teacher during this current situation.

To keep everyone safe, appointments will take place by video call using SchoolCloud, a secure online parents' evening system that you can use on smartphones, tablets and computers with an internet browser; there is nothing to download or install. It has an easy to use online booking system that allows you to choose your own appointment time with child(ren)'s class teacher and you will receive an email confirming your appointment.

Please ensure that you choose a quiet place at home, without distractions, for your appointments to take place. Also, as with parents' evenings that normally take place in school, we ask that your child does not join you at the time of the appointment. **Unless you are part of a split family, please ensure that only one parent/carer books an appointment with the teacher or Mrs Burton.**

Appointments will be 10 minutes long and will automatically end so that teachers can move on to their next appointment. This does mean that all appointments will be on time! Appointments can be made with immediate effect today and will close at 4pm on Monday 23rd November. Should you wish to make any changes after this date, please contact the school office. To book your appointments go to <https://ivylane.schoolcloud.co.uk> (this link will also be on our school website under the Parents Information tab). A short guide on how to book appointments is included in this letter. To login, you will need to use your child's name and date of birth as well as your name and email address.

If your child has additional needs, you will also have the opportunity to book an appointment with Mrs Burton, our SENCo at the same time as booking your teacher appointment. Mrs Burton's appointments will also be on the 25th and 26th November.

To attend your appointment, you simply need to log back into the system prior to the start time and click the green "Join Video Appointments" button that will be visible. A parent guide on how to attend video appointments is also attached, along with Pickwick's Privacy Notice. If you have any problems logging on and booking an appointment, please call the office and speak with our Admin Officer, Kerry, who will do her best to help you.

/....



Here are some tips that may also help appointments run well:

- Log in a few minutes ahead of your appointment and click on the 'Join Video Appointments' button to take you into the meeting lobby.
- You may be asked to enable your camera and microphone – please say yes.
- Check the controls for your microphone and camera at the bottom of the screen are both green.
- If you lose access to the system for some reason during the call, log in again and click on *Start Appointment* on the video call screen. As long as the teacher is still in the call and your appointment hasn't ended you should reconnect.
- If you have trouble connecting over Wi-Fi, where possible, try using a different internet connection such as a smartphone over 4G.
- Please note there can be a slight audio delay.

We really hope that SchoolCloud will be a good solution to Parents' Evening during the Covid-19 pandemic and that the evenings will run smoothly. If there are any technical issues, please bear with us and we will try and rectify them as soon as possible.

Yours sincerely



Mrs H Lammin
Head of School

