



# Ivy Lane School

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

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9<sup>th</sup> March 2022

Dear Parents/Carers

## **Virtual Parents' Evenings**

**Tuesday 29<sup>th</sup> March 2022- 3.30pm until 7pm**

**Thursday 31<sup>st</sup> March 2022 - 3.30pm until 5.30pm**

We will be holding our Parents' Evenings on Tuesday 29<sup>th</sup> March and Thursday 31<sup>st</sup> March. This meeting will be an opportunity for you to discuss your child's current progress.

As we have done previously, the 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.

If your child has additional needs, you will have the opportunity to book an appointment with Mrs Burton, our SENCo on Thursday 31<sup>st</sup> March 2022. **The 10 minute meeting will be an opportunity for you to ask any questions about ongoing referrals to relevant agencies and provision in school.** Your child's class teacher will speak to you regarding academic progress and how they are in school. If you have had a meeting or telephone discussion with her regarding your child in recent weeks, you do not need to rebook another appointment unless you have further concerns.

Additionally, if you would like to have a chat with our Pastoral Manager, Mrs Adams, please email her on [pastoralmanager@ivylane.wilts.sch.uk](mailto:pastoralmanager@ivylane.wilts.sch.uk) and she will get back to you.

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 (SENCo).**

Appointments will be 10 minutes long, taking into account a 10 second gap between appointments to allow the teachers to prepare and move on to their next appointment. This does mean that all appointments will be on time. **Appointments are available to book immediately and the deadline for bookings will be Friday 25<sup>th</sup> March.** Should you wish to make any changes after this date, please contact the school office.

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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 you experience problems booking an appointment, please contact the admin team in the school office and they will check the correct details are being entered.

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 has not 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.

If you have any queries, please do not hesitate to contact the school office and the admin team will be more than happy to help.

Yours sincerely



Mrs H Lammin  
Head of School

