

# St Crispin's School

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**AHY/SH**

10<sup>th</sup> December 2021

Dear Parent/Carer,

## **Year 7 Parents' Evening – Thursday 6<sup>th</sup> January 2022**

I am writing to inform you that we are continuing with online parents' evening this year with the Year 7 event being held on Thursday 6<sup>th</sup> January, 16:00-19:00. Appointments will open for booking on Tuesday 14<sup>th</sup> December 2021 at 19:00. The guide to making appointments is attached to this letter. To maximise appointment time on the evening, I have included some additional information below.

### **Future Reports**

You will receive two more reports this academic year, one in March and one in June. Reports will form the basis of the Parents' Evening discussions and teachers will be happy to answer any questions.

### **Parents Evening Troubleshooting**

<https://stcrispins.schoolcloud.co.uk/> - the all-important website.

In order to maximise the experience of the virtual parents' evening, the school has run a series of test events. One issue that can arise is a lack of microphone access. Please read the following guides to ensuring your device is compatible and prepared for the parents' evening. When signing in to the Parents Evening system, please use the exact details that you have provided the school previously, as an example, the system will distinguish between titles and will not allow entry with any discrepancy with our records.

Indeed, on occasion a teacher may be fully booked for the evening, meaning you are unable to book an appointment, this is particularly the case in Drama, Music, Technology and Religious Studies due to teachers having multiple classes. In this instance, please join the waiting list in case there are cancellations, and after the evening if you wish to speak with the teacher please contact me as Head of Year.

[Guide on accessing video appointments](#)

[Guide on ensuring microphone and camera access](#)

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London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)



For a successful parents' evening you will need:

1. A strong internet connection
2. To be logged in with plenty of time for the first appointment
3. To check you are using a compatible internet browser
4. To check for microphone access
5. **Remember, when the timer has finished the software will automatically end the call and the teacher will be in their next appointment – we are not being rude!**

As a school we are incredibly proud of the positive attitude that Year 7 have displayed during their first term with us at St Crispin's.

We look forward to seeing you, albeit virtually, on Thursday 6<sup>th</sup> January 2022.

Yours faithfully,

Amy Harvey  
Head of Year 7

