

05 February 2021

Dear Parent/Carer

### **Year 9 Option Q&A Evening**

I would like to invite you to attend our **Year 9 Option Q&A Evening** on Thursday 11<sup>th</sup> February 2021. This is an important evening and provides you with an opportunity to meet remotely the Curriculum Leaders and teachers of those subjects your child may be interested in taking at KS4. This is an important opportunity if you still have questions you would like to ask after you have read the KS4 booklet information and viewed the online videos. As well as discussing the progress made so far in a particular subject (if already studied at KS3) the evening will also give you chance to discuss your child's suitability for an option in order to help inform preferences that are available to your son/daughter.

Balshaw's has introduced a new, intuitive and easy to use online booking system hosted by SchoolCloud due to our Covid-19 safety measures. The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. There is a limit to one appointment per student and appointments will be for 4 minutes to allow access for as many parents/students to have their questions answered. On the Options Evening itself you can log on using any digital device, from your phone to a computer, and then discuss the options process and have answers to any questions you may have with a Balshaw's teacher from the safety and comfort of your home. The system has the facility to share a call with parents who may no longer live at the same address and if that's the case I've also attached a guide with this communication.

Appointments can be made from **9am on 8<sup>th</sup> February 2021** and will be open until 3pm on the day of the Options Evening on the 11<sup>th</sup>. Along with this letter you'll find a Parent Guide to using the system and hopefully you'll find this useful. If, when you attempt to book an appointment with a teacher, their appointments are full, you'll be placed on a reserve list and if an appointment becomes free you'll be informed by email. If you don't receive a reserve appointment and you have any concerns about that particular subject please contact the teacher via email and they will respond to your query.

When you are ready to make your appointments please visit;  
<https://balshawsce.schoolcloud.co.uk/> and follow the necessary steps.

To be able to log onto the system you'll need to use your name along with your email address. The email is so that you can receive reminders and appointment confirmations for the parents evening. You will also need your child's name and date of birth to gain access to the system.

In the days leading up to the Options Q&A Evening please visit the webpage below and study the instructions on how to take part in the evening. We have already hosted some parents evenings using this system and the feedback we received was very positive. We look forward to you joining us on the night, should you have any questions about the options preferences.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely

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Curriculum & Standards