



Mr G Panayiotou – Headteacher
Mr John McNichol – Chair of Governors

Castleford Academy
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Our Ref: FHB/JW

10th May 2021

Dear Parent/Carer

YEAR 8 VIRTUAL PARENTS' EVENING
THURSDAY 20th May 2021 4.30pm-7.30pm

I would like to offer you the opportunity to meet your child's teachers virtually at our Y8 Virtual Parents' Evening on Thursday 20th May 2021. Due to current restrictions and guidance, the evening will be held virtually but will follow the same protocol that face to face parents' evenings have done in previous years.

Parents will need to book appointments on-line using the usual booking system. You can do this by accessing the Parents' Evening Booking System link on the school website in the parents' section or by clicking this link: <https://castlefordacademy.schoolcloud.co.uk>

This is the system that will be used for the virtual parents' evening and the video chat will function through this website. On the evening of the parents' evening, **it is recommended that you log into the booking system 5 minutes before the time of your first appointment.** The system should then run a countdown screen until each appointment. You will be receiving a copy of your child's latest report in the post before the parents' evening.

If you want help booking your video appointments, this guide has a video clip on how to do so but it is the same process as for normally booking: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

The appointment system will open at 6.00pm on Monday 10th May and close at 12.00pm on Thursday 20th May 2021. Slots are available on a first come first served basis. If you do not have internet access please contact your child's Head of Year.

In order to access the parents' evening, you will need a suitable device (this could be a phone, tablet, laptop, computer or even kindle – just something that can access the internet and has a microphone and a camera). If you do not have access to this, please inform reception and we will arrange for your child's teacher to contact you via telephone on another occasion. We expect all parents to book an appointment either virtually or on the telephone. If you are unable to do so, please contact me directly on fholmes@castlefordacademy.com

As the appointments are virtual, there will be an allocated time for each appointment. Each appointment is three minutes long. At the end of the three minutes the system will end the virtual call to allow the teacher to move to the next appointment. This is determined by the system. If you feel that there are other matters you would like to discuss but will not have time, you can book an appointment with myself or email me directly on the email address above. We recommend logging onto the system prior to your booked time, this will ensure that you do not miss any of the time you have been allocated.

We have now run several successful parents' evenings using the system, but if you have log-in, connectivity issues or the video chat does not work on the evening, please ring the academy on 01977 605060 immediately and we may be able to support you for the further appointments. Unfortunately, due to the nature of the system, if you miss an appointment, it is not possible to rearrange as the teacher will be moved on by the system to their next appointment.

Careers advice will be available from the Careers Co-Ordinator, Katie Oldroyd by emailing koldroyd@castlefordacademy.com.

If you have any questions regarding the evening then please do not hesitate to contact me at school.

Thank you for your continued support.

Yours faithfully



Mrs Holmes-Brown
Head of Year 8

