

20 November 2023

Dear Parent/Carer

**Re: Year 11 Parents' Evening – Thursday, 07 December (3:30pm to 6:00pm)**

I am pleased to be able to write with further details regarding the first of our online Year 11 subject parent's evenings on Thursday, 07 December.

In order to maximise the efficiency of the evening the event will be held remotely using the 'SchoolCloud' online parents evening system. The meetings, which will run between 3:30pm and 6:00pm, will provide a valuable opportunity for subject teachers to share information with parents/carers regarding their child's progress and areas for improvement.

Appointment times can be booked, via the 'SchoolCloud' system, from 9.30am onwards on Wednesday, 22 November 2023; the booking window will then close at midnight on Wednesday, 06 December 2023. A link to the booking system will be sent to you via email just before the booking window opens (please double check your JUNK/SPAM folder if you do not receive this link). Kindly note that appointments are four minutes forty seconds long and the system indicates a 'count down' as the meeting time progresses.

Please note that appointments are made on a 'first come, first served' basis, and parents/carers are requested to only book one teacher per subject (if their child has more than one teacher for a particular subject).

If you do not have access to an internet connected device which is enabled with a camera and microphone, please let us know by emailing the main office ([contact@springfield.uk.net](mailto:contact@springfield.uk.net)) by 3pm on Monday, 27 November 2023; subject teachers will then make a phone call as an alternative. Please also indicate in your email if you are still able to book appointments via 'SchoolCloud' and/or whether you require assistance to set these up.

As we continue to enjoy the benefits of using this online platform we would be most grateful for your ongoing patience and understanding. We trust that the technology (which has now been tried and tested) will serve our purposes well, but should an intractable connection problem (or similar) occur then subject teachers will endeavour to make immediate contact by phone during the scheduled appointment time.

For further support and guidance about attending appointments using this system, please follow the this link: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours faithfully



Mr J Wilburn  
Deputy Headteacher

Springfield School  
Central Road, Drayton, Portsmouth, PO6 1QY

Headteacher Ms S F Spivey BSc, MA

Tel (023) 9237 9119  
Email [contact@springfield.uk.net](mailto:contact@springfield.uk.net)  
Web [www.springfield.uk.net](http://www.springfield.uk.net)  
Twitter @SpfldUK