



Duke's Secondary School

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Principal: Mr R Atkinson

17 December 2021

Dear Parent/Carer

Y11 Virtual Parents' and Options Evening - Online Appointment Booking Only – Thursday 06 January 2022

I would like to invite you to attend our virtual Parents' Evening on Thursday 06 January 2022. This evening is an important opportunity to discuss your child's academic progress and recent mock exam performance for this year.

For this parents' evening the school will be using the new on-line system called School Cloud, where you will meet your child's teachers over video call. It has its very own online appointment booking system which allows you to choose your own appointment times with teachers and receive an email confirming your appointments. Once you have followed the guides below and logged in, the appointment booking times will appear for each member of staff. Most staff will be available between 3.30pm – 6.30pm, although some staff will have slightly different availability. The appointment booking system will be open from Friday 17 December 2021 at 3.30pm and will close on Wednesday 05 January 2022 at 3.00pm. As well as subject staff you will be able to speak to Mrs Towers about 6th Form Options and Miss Cain about careers advice. Bookings can be made under the 6th Form Options and Careers Team sections in the booking system.

To understand how to use the booking system and how to attend your video appointments we encourage you to firstly visit this link: [Video Appointments: Parents - How to attend appointments over video call](#)

Secondly this link will take you to a step by step guide for booking appointments:

https://docs.google.com/document/d/1R3YcjeNu4ZzSQ3Egfdhvgoc_DjlX6W/edit#heading=h.gjdgxs

Once you have watched the how to guides please use this link to begin your login and start booking your appointments: <https://dukes.schoolcloud.co.uk>

If you do not have access to the internet, please contact the school admin office.

Yours sincerely

Ben Line
Deputy Principal



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