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Headteacher: Mr E Rodriguez MA BSc (Hons)

30th September 2021

Dear Parents

YEAR 7 SETTLING IN EVENING ARRANGEMENTS

The Year 7 Settling in Evening is due to take place on **Wednesday, 13th October- 4.30-7.30pm**. The aim of this evening is for you to meet with the tutor and discuss how your child has settled here at Oathall Community College. Please note that a further evening is arranged on Friday, 1st March 2022 for you to discuss your child's academic progress with their teachers.

The meetings will take place on a managed video conferencing platform called School Cloud. The system is easy to use and also includes an online appointment booking system. This allows you to choose your own appointment time. You will receive an email confirming your appointment. Each appointment lasts five minutes and the timings are managed automatically by the system. I am afraid that if you miss your appointment time the meeting will not be able to take place on the evening. If this does happen, please contact your child's tutor after the event.

The video calls can take place on any internet connected device with a microphone and camera. This includes smartphones along with tablets, laptops, Chromebooks and desktops. You can of course turn the camera off if you would prefer and this option will also be given to teachers. You do not need to install any software to participate as it all runs in a web browser.

Please note that bookings will open from midday on Monday, 4th October and close on Monday, 11th October at 3.30pm. If you have any problems with the booking system please email gvanderspiegel@oathall.org.

Please visit <https://oathall.schoolcloud.co.uk/> to book your appointment. A short guide on how to add appointments is included with this letter. A more detailed guide for running the video meetings is available [at this link](#).

Yours sincerely

F Hatchard (Mrs)
Assistant Headteacher