

Waverley School
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Sunday, 05 June 2022

Dear parents and carers of Year 7,

On **Thursday 9th June 2022 4:00PM – 6:30PM** we will be running an **online** consultation evening for parents/carers of Year 7. This is an opportunity for you to meet with your child's form tutor and their subject teachers to discuss the progress your child has been making in their subjects.

Online parents/carers consultation evening

The school is using a platform called SchoolCloud to run the consultation. Instructions for accessing this platform can be found on our website – [please click here](#).

There are two stages to setting up an online consultation evening:

1. **Booking your appointments** – you should book your appointments as soon as you can. Appointments are on a first-come-first-served basis and there is a maximum of 25 appointments per teacher. You can book your appointments by visiting <https://waverley.schoolcloud.co.uk> and entering your details and the details of your child. **Please note that the details you enter must match those that you have provided to the school.** If you are unable to meet with a teacher, you will be added to a 'waiting list'. Should an appointment become available, this will be given to you.
2. **Attending your appointments** – most digital devices are compatible with SchoolCloud and there is a list of requirements which you can find on our website – [please click here](#). Smartphones, tablets, laptops, and desktops can all be used for these appointments. Before your appointments start, you will receive a link via your e-mail address that will take you to the appointment at the right time. You will have an opportunity to test your device before appointments start. We recommend you do this at least 30 minutes before your first appointment so that you have time to address any technical issues you may have.

! Please note that appointments will last 5 minutes long. The appointment will automatically end at 5 minutes and staff will be unable to extend the time. !

We recommend that parents/carers are prompt with their appointment slots so as to avoid disappointment.

Your child should accompany you during the parent consultation evening. Please note that this evening is for parents/carers with legal responsibility for the care of your child. Children should not attend accompanied solely by a sibling or another relative.

Attainment data

Whilst we would normally provide you with a statement of your child's attendance, latest grades, and behaviour report on your arrival to a face-to-face parents/carers evening, we are unable to do this with an online version.

However, we will provide your child with a printed copy of their most recent attendance, attainment, and behaviour data for them to take home on the 8th June 2022.

Technical problems and queries

In the first instance, we ask that you refer to the guidance provided on our website – [please click here](#). There are links to the SchoolCloud support guides that will assist in the majority of instances.

If you continue to have difficulties, please e-mail the school at enquiry@waverley.bham.sch.uk. Please note that the school is unable to provide technical support for the use of the SchoolCloud platform or for any issues that you may have with your device.

We look forward to meeting you and your child on Thursday 9th June 2022.

Wishing all of our families a safe, restful, and peaceful break.

Yours sincerely,

Mr H. Derry
Vice-Principal
Secondary & Sixth Form

