

The Harefield Academy

Achievement through Active Learning

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Headteacher: Tash Hurtado BA PGCE



16 November 2020

Dear Parent/Carer

Year 9 Academic Progress Meeting - Online appointment booking and video appointments

I would like to invite you to attend our virtual Parents' Evening on 25th November 2020 15:30 – 17:30. The evening is for parents/carers to meet with their child's subject teachers to discuss progress in all their subjects. Parents/carers can also meet with their child's tutor. Due to current Covid-19 restrictions these meetings will be held via video link.

We have introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers which will be confirmed via an email summarising the timetable of your meetings. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from 12/11/20 and will close on 24/11/20 Should you wish to make any changes after this date please email eellis@theharefieldacademy.org

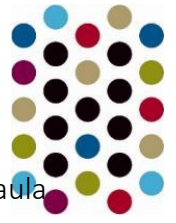
Please visit theharefield.schoolcloud.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name:

Student's Surname:

As this is a video conference there are time limitations for all of the appointments. When you join the call, and the teacher joins, you will see them in the main part of the screen, the appointment will start at the time allocated and is set up for **5 minutes**. Throughout the appointment you will also see the remaining time for the appointment counting down in the blue bar at the top of the screen. If you lose access to the system for some reason during the call, log in again and click Start Appointment on the video call screen. When the countdown in the blue bar stops the appointment, time is over and the call will **automatically end**, at the end of the allocated time. This is how the system is designed and as such meetings will need to stick to the allocated 5 minute slot.

Mrs Gardner, our Ethics and Philosophy teacher and Mr Jonas our Art teacher do not work on a Wednesday, but they will be available on Monday 23rd November from 15:00 – 17:00. Please make an appointment on this date, which is also available to book on the school cloud website.



If you would like to speak to our SENDCo, please select to book an appointment with Paula Monaghan.

If you would like the appointments to be arranged for you or you wish to have an extended appointment, where there may be additional concerns to discuss, please email eellis@theharefieldacademy.org with details of the member of staff and the length of the appointment required and we will arrange this for you.

Yours sincerely

Kurtt Martin
Head of Year 9
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