

## HAYES SCHOOL

Principal: Mr S J Whittle M.A. (Cantab), P.G.C.E. NPQH

West Common Road, Hayes, Kent. BR2 7DB

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www.hayes.bromley.sch.uk @HayesSecondary

Our ref: KMBALH/lxw/datateam/parentsevening/year12

21st January 2025 Dear Parent/Carer

Re: Year 12 Parents' Evening via Video Call Wednesday 26th February 4.00pm - 7.00pm

I would like to invite you to attend our parents' evening by video call on Wednesday 26th February. This is an important evening and provides you with an opportunity to discuss your child's progress with their subject teachers.

Please note that parents' evening reflects one of four opportunities to receive feedback about your child's progress as part of our Assessment and Reporting calendar. The next formal opportunity for feedback after parents' evening will be in the summer term.

## Step 1

You are invited to book your appointments using our booking system. The booking system will open on **Wednesday 12<sup>th</sup> February at 7.00pm.** Once bookings have been made, you will receive an email confirming your appointments. Please note that we are only able to schedule one appointment for each student per subject, so only parents/carers who are the main contact for your child (as advised to us on your enrolment form) are able to book appointments.

As some members of staff teach several classes, their appointment schedules will fill up quickly. If you have been unable to book an appointment with a particular teacher, staff will endeavour to contact you should there be any concerns.

Here is a link to a video which explains how to book and attend your appointments which you may find useful: https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

On the 12<sup>th</sup> of February at 7pm, please visit <a href="https://hayes.schoolcloud.co.uk">https://hayes.schoolcloud.co.uk</a>/ to book your appointments and login with the following information, following the prompts.

Your details (parent/carer): title, first name, surname, email Your child's details: first name, surname and date of birth:

Hayes Sch	nool	
		an be amended via a link from the email confirmation -
Your Details	3	
Title 🗸	First Name	Surname
Email		Confirm Email
Student's D	etails	
First Name	Surname	Date of Birth  1   January   2010
Log In		
Log in		



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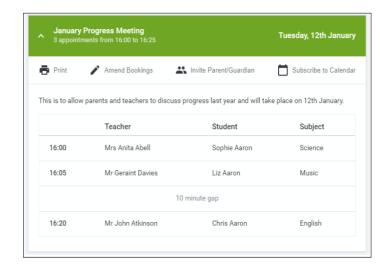




Cont/...

## 21st January 2025

To invite an additional parent/carer to join the call, select 'invite parent/guardian' after bookings have been made.



If you do not have access to the internet, please contact <u>parentsevening@hayes.bromley.sch.uk</u> and we will be happy to add appointments on your behalf.

## Step 2

Join the video call on Wednesday 26<sup>th</sup> February using the same link and log in details. In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser
- iPhone/iPad: Safari
- Android: Chrome or Firefox
- Windows: Chrome, Firefox or Microsoft Edge (Chromium download here)
- Mac: Safari, Chrome or Firefox
- Linux: Chrome or Firefox

We also recommend using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam. Using a headset (or earphones with a microphone) to reduce echo.

We look forward to being able to give valuable feedback at this event and ask that your child also joins you for each appointment.

Yours sincerely

Miss A Horsler 6<sup>th</sup> Form Director

alh@hayes.bromley.sch.uk

Mrs K Moulton-Brady 6<sup>th</sup> Form Director

kmb@hayes.bromley.sch.uk



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