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A University of Kent Academies Trust School

17 December 2021

Dear Parent/Carer

### **Year 11 Parent/Carer Evening on Thursday 6<sup>th</sup> January 4 - 7pm**

Due to the overwhelmingly positive feedback from families, we will be continuing with the online Parent/Carer evening platform, School Cloud that we trialed last year. This system allows you to choose your own appointment times with teachers and once you have done so, you will receive an email confirming your appointments schedule, and the details of how to join your meetings on the evening.

To access School Cloud, you will need to visit [chathamgrammar.schoolcloud.co.uk](http://chathamgrammar.schoolcloud.co.uk) to complete 'your details' and 'student details' sections. The School Cloud system is accessible on any internet enabled electronic device, including mobile phones. Once completed, this will authenticate your account via the academy system for access.

Please be aware that when logging in to School Cloud, your details must match the Academy's details, including your name. Please do not use shortened versions of names as the system will not allow you access with details that do not match our system records.

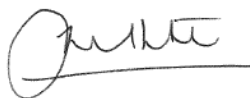
Appointments can be made from Tuesday 21<sup>st</sup> December and will close on Wednesday 5<sup>th</sup> January at 17:00. A short guide on how to add appointments is included with this letter or alternatively please use the link below to access a short guide to support you:  
<https://vimeo.com/473882995>.

You will have the option of seeing all your child's subject teachers. All appointments are on a first come, first served basis and each appointment slot will be 5 minutes. This is in line with the previous onsite evening set up.

If you would like any support accessing and booking appointments or wish to provide us with feedback of your experience using School Cloud, please contact the Admissions Team via email at [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk).

Yours sincerely,

Samantha Shillitoe



Assistant Principal