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A University of Kent Academies Trust School

20 October 2021

Dear Parent/Carer

### **Year 8 Parent/Carer Evening on Thursday 11<sup>th</sup> November 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 trialled 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 Friday 22<sup>nd</sup> October and will close on Wednesday 10<sup>th</sup> November 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. Regarding carousel classes, please can you ensure that you only book with your child's current carousel subject teacher. Your child will be aware of who their current carousel subject teacher is, based on their timetable which was sent out to you at the beginning of term.

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 on 01634 851 262 extension 608 or email [admissionscg@universityofkentacademiestrust.org.uk](mailto:admissionscg@universityofkentacademiestrust.org.uk).

Yours sincerely,

Mark Cawthorne  
Assistant Principal for Year 7 and 8