



27th January 2022

Dear Parent/Carer

Year 13 Parents' Evening – Thursday 10th February 2022

You are warmly invited to attend this year's parents' evening on Thursday 10th February 2022 between 3.00pm and 7.00pm. As usual we would encourage you to attend together with your son/daughter to discuss their progress in all subjects. **This will be a virtual event, run online.**

We are using a software package run by the same company we have used for a while now to make and manage the appointments for parents' evenings. Attached with this letter is a Parent Guide to the evening detailing how to log into the system and to make your appointments. The video [here](#) explains how to 'attend' the evening. Please click <https://sackville.schoolcloud.co.uk/> to make or amend appointments, and to attend on the 10th February.

Appointments will be open from 7.00am on 3rd February 2022 and will close at 5.00pm on 9th February 2022. Should you wish to make any changes after this date please contact the Sixth Form Office.

To login you will need the following information:

- Parent's first name, surname and email address
- Student's first name, surname and date of birth

The information above must match the data held within our school database.

If you do not have access to the internet, please get in contact with the Sixth Form Office and we can arrange an alternative method of feedback.

Once logged in you will be able to make appointments with each of your son/daughter's teachers. It is also possible for two parents to join the same 'call' from different locations. Please follow the on screen instructions to set this up. It is also possible for each parent to book separate appointments if desired.

On 10th February 2022, you will need to log in once again to access your appointments. Once in, click on the '**Join Video Appointments**' button to join the call. The system works on Chrome/Safari/Firefox/Edge. It is worth checking the login and camera/microphone settings in advance. Once completed, click the '**Proceed to Video Call**' button. At the appropriate time you will be connected; your appointment will last five minutes after which it will disconnect. The countdown of the time remaining in your meeting will be displayed at the top of the screen.



Sackville School

TOGETHER WE ACHIEVE

Sackville School, Lewes Road
East Grinstead, West Sussex, RH19 3TY
Tel: 01342 410140
Email: secretary@sackvilleschool.org.uk

Headteacher: Ms Jo Meloni BA (Hons) NPQH

Please note - you will need to be set up and waiting at the correct time or this will result in your appointment being lost. You will be unable to join if you miss the start time.

Unlike a normal parents' evening, the software will not allow you to see a member of the sixth form team should an issue or question arise. However, please feel free to contact me or Mr Watson via email and we will of course get back to you.

Yours sincerely

Mrs H Valentine
Assistant Head/Head of Sixth Form