

Headteacher: Thomas Maltby BA (Hons), MA, NPQH

Deputy Headteacher: George Anstee-Parry

17th March 2021

Dear Parents/Carers,

## Year 10 Parents Evening

I would like to invite you to attend our Year 10 Parents' afternoon on Tuesday 23<sup>rd</sup> March from 4.00-6.30pm. This is your chance to discuss your child's progress with their teachers.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Please be advised that appointments are allocated on a first come, first served basis. The system will display a countdown on the screen which indicates how long you have left with the teacher you are currently talking to. Please be aware of this timer as meetings do end once it ticks down to 0:00. If there are follow up questions for staff, these should be sent in via email to the academy office in the usual way.

Appointments can be made from now will close at midday on Tuesday 23<sup>rd</sup> March. Should you wish to make any changes after this date please contact me at [philip.hart@holbrookacademy.org](mailto:philip.hart@holbrookacademy.org). Appointments will take place virtually through a video portal accessed via the link below. If you make an appointment and then cannot attend it for whatever reason, please let the Academy office know in advance.

Please note, you will need:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser, such as:
  - iPhone/iPad: Safari Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternate device.
  - Android: Chrome or Firefox
  - Windows: Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
  - Mac: Safari, Chrome or Firefox
  - Linux: Chrome or Firefox

We have found that appointments are best carried out using a smartphone. However, should you not possess a smartphone with a forward facing camera, a laptop or computer with a webcam will work perfectly.

We do recommend that you use a headset or earphones with a microphone to reduce echo. Of course, where more than one person is in a call, this may not be possible

Please visit <https://holbrookacademyschool.schoolcloud.co.uk> to book your appointments. (A short guide on how to login and book appointments is included with this letter.) Confirmation of your appointments will be emailed to the address we have registered for you on our system. If you think you have not received this email, please do check your junk, or spam, folder as it sometimes gets directed there, depending on the system you are using.

If you do not have access to the internet, please contact me on [philip.hart@holbrookacademy.org](mailto:philip.hart@holbrookacademy.org) and I will be happy to make arrangements on your behalf.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'PH' followed by a stylized flourish.

Mr P Hart  
Assistant Headteacher

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