



Southend High School for Girls

AN ACADEMY GRAMMAR SCHOOL

Southchurch Boulevard, Southend-on-Sea, SS2 4UZ

Headteacher: Mr J Carey MEd (Cantab), BA (Hons), LLE, NPQEL

22 October 2021

Dear Parents, Carers and Students,

VIRTUAL YEAR 7 PARENTS' CONSULTATION EVENING

The Year 7 Parents' Consultation Evening will be held virtually on **Tuesday 16th November, 4.30pm – 7.00pm** although some staff may choose to start at 4:00pm. We will be using an online platform called School Cloud, which will enable you to book one-to-one video appointments with your child's teachers to discuss their progress in their subjects.

Each appointment will last for three minutes and will be managed by the School Cloud system to ensure they run to time. We recommend you are logged into the School Cloud at least five minutes before your first appointment slot and then remain logged in for the duration of the evening. The School Cloud system will display a countdown before your meeting starts and during the appointment to help keep track of time. Please note that the meetings will automatically stop after three minutes. It will not be possible to reschedule an appointment slot should you not be online at the right time.

The booking system will open on Monday 8th November at 6:30am and will close on Friday 12th November at midday. Due to limited availability, we can only offer a maximum of seven appointments per student. Several teachers teach more than one class in the year group therefore, it will not be possible for them to see all the families during the evening. In these situations, teachers will be inviting the parent/carer of those students that they most want to see at parents' evening to a meeting before the places are made available for general booking by parents. As a result, you may receive some meeting notifications in advance of being able to book your own meetings. In the situation where you have not received a request to see a member of staff and the member of staff has no remaining places, please talk through with your daughter how she is progressing in the class and if you have any specific concerns, please contact Ms Killi, your daughter's Head of Year.

To book appointments, please visit <https://shsg.schoolcloud.co.uk> and enter your details as shown below. Please ensure you use the email address we have sent this letter to, as any other email address will not match with the address we hold on file. You will need to use your child's legal name (or preferred name if you provided us with one) to enable access to the system.

We recommend that you check the information we hold for you on the SIMS app as this is the information you will need to use to log in.

Telephone: 01702 588852

Email: office@shsg.org | Web: www.shsg.org

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Southend High School for Girls is the trading name of Southend High School for Girls Academy Trust



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Parents Evening System

Welcome to the Southend High School for Girls parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	1	January	2010

A short guide on how to book appointments is attached to this letter, and you can also view a tutorial on how to attend the video appointments, and how to add another parent to your call via <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

If you do not have access to the internet, or experience problems logging in, please email office@shsg.org and we will be happy to help you.

We look forward to seeing you at the online Parents' Consultation Evening.

Yours faithfully



Mr L Boney
Deputy Headteacher

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