11 February 2021

Dear Parent/Carer,

**Virtual Year 12 Parents’ Evening: Online Appointment Booking**

**Tuesday 2nd March 16:00 – 20:00**

I would like to invite you to attend our Virtual Year 12 Parents’ Evening on Tuesday 2nd March. This is an important evening, which will provide you with an opportunity to meet your child’s teachers to discuss progress and any concerns.

The school has introduced a new, easy to use, online virtual appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. There will be strict 5-minute appointment times. Whilst we understand that face-to-face appointments have many benefits, I know you will appreciate that this is not possible this year.

Appointments can be made from Tuesday 23rd February (4.00 pm) and will close on Tuesday 2nd March (3.00 pm). Any changes after this time will not be possible.

Please visit <https://jfs1732.schoolcloud.co.uk> to book your appointments. You will be asked to submit your details and those of your child(ren) to log in.

Please [**CLICK HERE**](https://jfs.brent.sch.uk/wp-content/uploads/2021/02/Parent-Guide-Y12-Parents-evening-Tuesday-2nd-March.docx) to read a short guide on how to log in and make appointments. You can also watch a guide on how to attend appointments:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Please note that it is important to use one of the compatible web browsers and that no other apps/software are open as this may cause a conflict with sound/audio technology.

Although the School Cloud system has been used successfully for other year groups, please bear with us if there are any issues. Should you have any problems please email [admin@jfs.brent.sch.uk](mailto:admin@jfs.brent.sch.uk).

Yours sincerely

**Miss S Davis**

**Head of Year 12**