

September 2021

Dear Parent / Carer,

Year 7 Settling in Evening, Thursday 14th October 2021

Our Year 7 Settling in Evening on Thursday 14th October from 4pm to 6.30pm is an important evening and provides you with an opportunity to meet with your child's form tutor to discuss how your child has transitioned into secondary school. A full parents' evening, providing the opportunity to meet with all your child's teachers shall take place later in the academic year.

Forge Valley School has introduced 'School Cloud', a new intuitive and easy to use online appointment booking system to allow parents and carers to meet one-to-one with teachers in the form of an online, video meeting. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. You shall then be able to log-in remotely on the evening and join meetings with teachers.

Appointments can be made from Wednesday 6th October at 9am and the booking system will close on Thursday 14th October at midday.

Meetings will 'time-out' after 4 minutes to allow for increased efficiency and decreased waiting times for families. Form tutors will break for one minute between appointments to allow for note-taking and short actions before moving onto the next meeting.

Please visit <https://forgevalley.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. If you are unable to log-in please contact the school office for support either by telephone or via email at enquiries@forgevalley.sheffield.sch.uk

Login with the following information as prompted at the parent login screen:

- Your Name (you do not need to enter an email address despite the prompt)
- Pupil's First Name
- Pupil's Surname
- Pupil's Date of Birth

The information you enter must match the information we have on record and so it may be necessary for some families to update their details.

If you do not have access to the internet, please contact the school office or Head of Year 7, Richard Mintoft at rmintoft@forgevalley.sheffield.sch.uk and we shall seek to offer some written feedback on your child where possible.

Yours faithfully,



John Watson
Assistant Headteacher
jwatson@forgevalley.sheffield.sch.uk

