

*NB: This correspondence has been given to students in school, emailed to the student's school email address and to the email address of parents/carers with parental responsibility who live with the student. A parent/carer who does not live with the child, but has requested copies of correspondence will also receive this letter, personalised with their details.*

NSH/CCH

16 November 2021

**Year 11 Parent/Carer Consultation Session - Online Appointment Booking  
Tuesday 14 December 2021  
3:00pm – 7:00pm**

I would like to invite you to attend our Parent/Carer Consultation Session taking place on 14 December 2021.

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. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from 17 November and the booking system will close on 23 November. Should you wish to make any changes after this date please contact the school and ask for Mrs Chirnside or email her at [cchirnside@jesmondparkacademy.org.uk](mailto:cchirnside@jesmondparkacademy.org.uk)

Continued overleaf

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Please visit <https://jesmondparkacademy.schoolcloud.co.uk> to book your appointments.

You will need to login with the information that was provided to you in the personalised letter that was sent you.

The link below provides guidance on how to attend the appointments. The system can be used on mobile phones, PCs and tablets.

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

Please note:

- Not all teachers are available for this event. If a teacher you wish to see is not on your list of staff to book, please contact them independently via email and they will be happy to provide feedback.
- Students who are studying Trilogy Science have been allocated one of their three teachers to discuss all Science subjects.
- Appointments will be 5 minutes in duration and will cut off automatically after that time. A maximum of 8 appointments can be booked.
- There is no in-person alternative to this event. If you do not have the technology to attend this event (remember that you can use any electronic device including mobile phones), please contact your child's Year Team for advice.
- If you require any other help or information regarding how to set your appointments up please contact [cchirnside@jesmondparkacademy.org.uk](mailto:cchirnside@jesmondparkacademy.org.uk)

If in the event of a technical malfunction, staff will endeavour to call you by telephone instead.

We hope you will take advantage of this opportunity to speak to your child's subject teachers, not only to find out more about their progress, but also to discuss any matters that may help us to support them.

Yours sincerely



Mr N Holmes  
Director of Student Progress