



PANSHANGER PRIMARY SCHOOL

Headteacher: Mrs Sarah Holt BEd (Hons).

Dear Parents,

SchoolCloud - Video Parent Consultations May 2021

Sadly, we are still unable to meet in person for parent consultations this term. We have registered with SchoolCloud to offer video consultations with your child's teacher.

SchoolCloud is a web-based programme which allows you to choose your own appointment times and easily access a video call.

Appointments will take place between Monday 10th May and Thursday 20th May 2021 (see table below). The booking system is open now (Friday 30th April) and will close on Friday 7th May at 12pm. Should you wish to make any changes after this date please contact the school office.

Year Group	Mon 10 th May	Tue 11 th May	Weds 12 th May	Thurs 13 th May	Fri 14 th May	Mon 17 th May	Tue 18 th May	Wed 19 th May	Thurs 20 th May
Nursery		9.15 - 11.30am					1.20 - 4.00pm	9.15 - 11.30am	
Reception				1.00 - 5.00pm		1.00 - 5.00pm			1.00 - 5.00pm
Year 1			1.00 - 5.00pm	9.00 - 12.00am				1.00 - 5.00pm	
Year 2		1.00 - 5.00pm	9.00 - 11.00am				1.00 - 5.00pm		
Year 3	1.00 - 4.00pm	9.00 - 12.00pm				1.00 - 3.00pm			
Year 4				1.00 - 4.00pm	9.00 - 12.00pm	1.00 - 5.00pm			
Year 5			9.30 - 10.30am	1.00 - 5.00pm					1.00 - 5.00pm
Year 6	10.00 - 1.00pm		1.30 - 4.30pm					1.30 - 4.30pm	



Panshanger Primary School

Daniells, WGC, Herts. AL7 1QY Tel: 01707 328846, E-mail: admin@panshanger.herts.sch.uk

Hertfordshire County Council



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Parents will need to go to <https://panshanger.schoolcloud.co.uk> to access the booking system. A short guide on how to book appointments is also included with this letter. All documents are also available to view on the parents section of the website.

The opening screen will ask you to enter the following information :-

Parent Title; Parent First name and Surname; Parent email address; Pupil's Name and Date of Birth.

You will receive email confirmation of your appointment, with a link to click on to access the video call.

Please only make one appointment per child. If you require two appointments due to family circumstances, please contact the school office to arrange.

Each appointment is scheduled for 10 minutes, and the call automatically ends after this time to ensure the smooth running of appointments for all parents. You will be able to see a countdown of the available time, which starts from the beginning of your chosen appointment time, rather than the time you join the call, so we encourage you to be prompt in logging in.

Guidance for accessing the video call can be found here:

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

This system is new to us all and we appreciate the time and effort families will put into switching to this arrangement. However, as with all online services, we won't really know how well it will work until we try. Please bear with us. If connections, line speeds or other technical issues arise we will make certain your consultation time is rearranged. If you have any problems when booking your appointments please contact Mrs Edgell in the school office.

Yours sincerely,

Sarah Holt

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