

Urmston Grammar School

Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61



7th March 2023

RE: Year 10 Virtual Parents' Evening

Dear Year 10 Parents and Carers,

I am writing to invite you to attend our Virtual Parents' Evening taking place from **4.30-7.30pm on Wednesday 22nd March**. This is an important event as it gives you the opportunity to discuss your son/daughter's progress with teachers across their range of subjects.

Following consultation with parents, carers and teachers at the start of this academic year, this event will take place virtually using an electronic device such as a smart phone, tablet or computer. Please use the following link to book your appointments: <https://urmstongrammar.schoolcloud.co.uk>. A short guide on how to add appointments is included at the end of this letter.

Further details regarding this event are outlined as follows:

- You can log in and book appointments from **9.00am on Friday 17th March**.
- The last opportunity to book an appointment will be **Midnight on Tuesday 21st March**. This allows teaching staff time on Wednesday to prepare for the evening. If you miss this deadline please contact individual teaching staff via the school office to see if scheduling an appointment is possible.
- Appointments will be a maximum of 5 minutes long. There will be a countdown timer on your screen and the appointment will end automatically at this time. As such it is important that discussions have reached their conclusion at this point.
- We strongly encourage your son/daughter to attend each virtual appointment along with at least one parent or carer.
- On the evening, information on how to log in and conduct virtual meetings can be found via the link here: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

I am hopeful you will be able to meet with a range of teachers to get an accurate overview of how your son/daughter is progressing. Should you require an appointment with myself please contact the school office and this can be arranged.

Many thanks for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Smith'.

Miss J Smith
Pastoral Leader – Year 10

Urmston Grammar School - Headteacher: Mrs R S Wall
pride, participation, empathy

Urmston Grammar School

Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61



Parents' Guide for Booking Appointments

Browse to <https://urmstongrammar.schoolcloud.co.uk/>

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu), First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date Of Birth (with a date picker). A green 'Log In' button is at the bottom.

Step 1: Login

Fill out the details on the page then click the *Log In* button.
A confirmation of your appointments will be sent to the email address you provide.

The screenshot shows a 'Parents' Evening' selection screen. It includes a green header, a paragraph of text, and a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow. A link for 'I'm unable to attend' is at the bottom.

Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.

The screenshot shows a 'Choose Booking Mode' selection screen. It includes a title, a paragraph of text, and two radio button options: 'Automatic' (selected) and 'Manual'. A green 'Next' button is at the bottom.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.
We recommend choosing the automatic booking mode when browsing on a mobile device.

