

Mr Chris Thomas BSc
Headteacher

2nd October 2020

Year 11 Parents Evening – Thursday 15th October

Dear Parents/Guardians,

We would like to invite you to our Year 11 Parents' Evening on Thursday 15th October 2020 between 4:00pm and 7:00pm.

Given the current pandemic and Government guidance, it is not feasible for us to host a traditional Parents' Evening with parents and carers visiting the school, moving between staff members and having face to face discussions. Consequently, we have opted to host our Parents' Evening using video calls.

We have, for a number of years, used SchoolCloud as our online booking system to enable parents/carers to manage the appointments with their child's teachers. We are delighted to be able to use the exact same system to host our Video Call Parents' Evening. Attached to this letter is a printed guide detailing how to use the online system to conduct the video call meetings, once you have booked all of your appointments. This guide is also available online (<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>) [here](#). I should point out at this stage that it is possible to conduct the video call as a telephone call by muting the camera option. It is also worth noting that calls will automatically be terminated at the end of the designated appointment slot, helping parents and teachers to stay on time.

Please visit <http://lhea.parentseveningsystem.co.uk>, or follow this [link](#) to book your appointments via the online booking system in the same manner as for previous Parents' Evenings.

Bookings will open at **7:00am on Monday 5th October** and will close at **2:00pm on Friday 9th October**.

The following information is required to login:

1. *Student First Name*
2. *Student Surname*
3. *Student Date of birth*
4. *Parent Surname*

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf, and in these instances, you will be asked to confirm a contact telephone number which staff will be given to contact you at the designated appointment time on the evening.

Yours sincerely

Mr Faisal Chaudrhy
Head of Year 11

Lynch Hill Enterprise Academy | Stoke Road | Slough | Berkshire | SL2 5AY
Tel: (01753) 691583

Email: office@lhea.org.uk | Web: www.lhea.org.uk

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VAT No: 118 7635 95