



**LEES BROOK
COMMUNITY
SCHOOL**

26th November 2021

Dear Parent / Guardian

Year 10 Subject Evening: Tuesday 7th December, Online Appointment Booking.

I would like to invite you to attend our Year 10 Subject Evening between 3.30pm and 6.30pm on Tuesday 7th December.

As a result of the ongoing COVID pandemic, we will not be holding subject evenings in person in school. We have taken the decision to use 'SchoolCloud', which is an online system for both booking and conducting virtual appointments. SchoolCloud allows you to schedule your own times with teachers and you will then receive an email confirming your appointments. On the evening itself, the five minute appointments will be conducted via the same system; we would like to encourage your son/daughter to be present with you during your appointments so that they can be part of the discussion. The meetings can be held via a mobile phone so do not worry if you do not have direct access to a laptop/PC.

The following video link shows how the booking procedure and video appointments work - <https://vimeo.com/473882995>

Appointments can be made from Friday 26th November and will close on Tuesday 7^h December at 2pm. Should you wish to make any changes after this date please contact the school office.

To sign up to SchoolCloud and book your appointments please visit <https://leesbrookcommunity.schoolcloud.co.uk/>

Yours faithfully

Mr S Geary
Director of Achievement