

Date: 23 April 2021

Our Ref: TLW/NR

Reply to: Mr Willcocks

At: Waterleat Road Centre



PAIGNTON  
ACADEMY

Waterleat Road Centre,  
Waterleat Road,  
Paignton TQ3 3WA

**T:** 01803 403005

**F:** 01803 403006

**E:** wrdadmin@paigntonacademy.org

Dear Parent/Guardian

**Re: Year 10 Parents' Evening – Borough Road Students**

Borough Road Centre,  
Borough Road,  
Paignton TQ4 7DH

**T:** 01803 403003

**F:** 01803 403004

**E:** brdadmin@paigntonacademy.org

I am writing to inform you that we intend to hold a virtual Parents' Evening on **Thursday 6<sup>th</sup> May from 3.30pm to 6.30pm**. This will give you the opportunity to speak with your child's subject teachers. We have tried really hard to arrange an evening adhering to all the safety advice issued by the Government and this is the safest way to allow appointments to take place between parents, students and staff.

[www.paigntonacademy.org](http://www.paigntonacademy.org)

Appointments can be made from **Friday 23<sup>rd</sup> April at 6pm and will close on Wednesday 5<sup>th</sup> May at 6pm**. The link below will take you to the booking system (highlight link and press Ctrl and click).

<https://paigntonacademy1.schoolcloud.co.uk/>

When the evening is due to start, parents and teachers log into the system and can virtually "meet" via video. Please be aware that video calls are inherently less flexible than face-to-face meetings. Appointments will have a fixed start and end time of 5 minutes; they cannot overrun and will cut off at the end of the appointment slot.

Before logging in for the first time, please look through the parent's guide by following this link:

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

**Important Information**

- The login code will only be sent to the parent/guardian who is designated as the primary contact on the Academy's database. If you feel another parent needs access in order to book, please contact us.
- When you make an appointment, there is the option of leaving a message for the teacher about any points you wish to raise in your discussion. Please be aware that teachers will not respond to your message before you see them on the evening.

- Appointments are strictly a maximum of 5 minutes each. It is important for the teachers to keep to their schedule so that every parent can be seen on time.

In order to make video calls you need to have as a minimum:

1. A device with a microphone and speaker, such as most laptops and mobile phones.
2. A compatible web browser:

Device	Browser
iPhone/iPad	Safari
Android	Chrome or Firefox
Windows	Chrome, Firefox or Microsoft Edge (Chromium - download <a href="#">here</a> )
Mac	Safari, Chrome or Firefox
Linux	Chrome or Firefox

We recommend:

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

In addition to the subject teachers and should you wish to, you will also have the opportunity to make appointments with Mrs Chapman, Deputy Head of Learning Support, for any Pastoral concerns: Mrs Florence - Broadsands Pastoral Manager, Mrs Gower – Goodrington Pastoral Manager, Miss Cullinane – Elberry Pastoral Manager and/or Mrs Hay for Careers advice.

If, on the day of the parents' evening, a member of staff is unable to attend through illness etc, we will email you during the day. In this case, your appointment with this member of staff will be cancelled. Please check your emails on the day of the parents' evening.

If you do not have access to the internet or you have any queries, please contact the Academy so that we can investigate alternative ways for you to receive the information.

Yours faithfully



Mr T Willcocks  
Assistant Head of School