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**21 April 2021**

Dear Parent/Carer,

**RE: Parent Engagement Meetings - Years 7 - 10**

As a follow up to previous communications we believe that an effective partnership between a school and home is essential in supporting students in making good progress during their time with us here at Grace Academy. This partnership is built on good communication about your child's progress and under normal circumstances this would have already happened on a formal basis via a Parent Review Day. This Parent Review Day will now take place in the final half term of the year for Years 7 -10. To support this day we would like to provide you with an opportunity to talk directly with your child's tutor through a remote meeting tool called SchoolCloud on **Wednesday 28 April**.

We know that teachers and Assistant Heads of Years have been in regular contact during the remote learning period but we hope that this additional parent engagement activity will be an opportunity to raise any specific concerns and celebrate successes outlined in a student's spring term parent report, as well as allowing you a chance to organise follow up calls with subject teachers where needed. You will be receiving this report at the end of this week.

Your remote meeting will be for a set time period which will allow sufficient time to discuss your child and their current progress with their Tutor. Starting the meeting promptly is essential as the timing for these meetings are set and the calls will run automatically via SoundCloud's website including the ending of the meeting.

Meeting slots will be available between **14:10 and 17:00** on the day and will be booked and conducted using SoundCloud's web-based system, which does not require an app to be downloaded or any other installation/setup steps. Key information for the meetings is detailed below:

**How do I book a meeting?**

- The guide to booking and conducting these meetings is attached.
- To gain access to the platform you will need a Code; **your personal code for booking will be sent home with your child in a separate letter.** It is important that you do not share this code with anyone else.

**What do I do if I miss the meeting?**

If you cannot conduct the meeting due to technical issues on the evening then please contact your child's Head of Year who will be able to coordinate a follow up phone call in place of the remote meeting.

If you would like support with booking a meeting or have any other queries then please contact the online helpdesk at [help@gas-ict.on.spiceworks.com](mailto:help@gas-ict.on.spiceworks.com). We hope this virtual tutor meeting displays our commitment to communicating with you about your child's progress and we hope that you will take this opportunity to engage with us about this.

Yours sincerely

Mr Darren Gelder  
**Principal**

**For and on behalf of Tove Learning Trust**