

Paper Copy Recipients

- Sample Student (Year 1, Samples)



**Horizon Community
College**

-
Dodworth Road
Barnsey
South Yorkshire
S70 6PD

25 March 2022

Sample Parent
23 Sample Street
Sample Town
Samplety
S4M PL3

Email:
info@horizoncc.co.uk

Phone: 01226704230

Website:
http://www.horizoncc.co.uk

Sample Student (Year 1, Samples)

FW: Y9 Virtual Parents' Evening

----- Original Message: -----

Dear Parents/Carers,

We would like to invite you to our Year 9 Parents' Evening on **Thursday, 10th March from 3.45pm**. As with last year, this will be a virtual parents' evening via schoolcloud. The entire event, both booking and attending video consultations, will be done via the Parents' Evening System website: <https://horizoncommunitycollege.schoolcloud.co.uk/>

We have attached a pdf document with a step by step guide of how to use this incredibly simple and effective system.

Parents will be able to book appointments from 6pm on Wednesday 2nd March. There will be a maximum of 8 appointments per family.

When booking appointments, please:

- choose your appointments carefully and focus on the subjects that you most want to discuss, especially in relation to the options process.
- book your appointments on Wednesday, 2nd March, to ensure you get the opportunity to speak to the teachers you need to
- log into the system in advance, so you can familiarise yourself with the log in process and have the opportunity to contact us should you have any difficulties.

Booking and attending the appointments will require a smartphone, tablet or computer. Please contact us if you will have any difficulty accessing a device.

Please be aware appointments are on a 'first come, first served' basis and early booking is recommended.

The video appointments will last 4 minutes per subject. Each video consultation will automatically end after 4 minutes (a timer will be displayed on screen).

In order to get the most out of your teacher consultations we recommend you:

- find a quiet space to complete the video consultations with your child's teachers.
- ensure your child attends parent's evening with you.
- **have your child's latest Y9 report to hand. This is available via the Sims Parent**

App (if you haven't installed this and would like some help in setting it up, please do get in touch via info@horizoncc.co.uk)

- have questions prepared for your child's teachers.
- having a paper and pen to take notes. There will be lots of information given and it will be very hard to remember everything.

If you have any questions or are unable to make appointments at a convenient time, then please email us on info@horizoncc.co.uk so that we can assist you.

Yours sincerely

Mr Middleton

Assistant Principal - Head of Y9 School