



Mrs M Futamata  
*Headteacher and Campus Leader*

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Date: 13 May 2022

Dear Parent/Carer

As you may recall, P4B were not offered a Parent Contact Evening during December due to Miss Begley having left St John's Academy and Miss Muncey had not yet taken up her post. We are aware that most parents met with Miss Muncey in March and there is, therefore, no obligation to book an appointment, however, we would like to provide the opportunity for a second Parent Contact appointment with Miss Muncey for P4B on the morning of Tuesday 24<sup>th</sup> May 2022.

If you would like to book an appointment with Miss Muncey for this morning, the booking system is now live and you will be able to book appointments on-line. All appointments will be held by video call and can be made in the normal manner by following this link: <https://pkcstjohns.schoolcloud.co.uk/>. If you experience any difficulties logging into the system or booking an appointment, please get in touch with the school office on 01738 454300.

When your meeting is due to start the parent and teacher log into the system and can meet via video. In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:  
**iPhone/iPad:** Safari  
**Android:** Chrome or Firefox  
**Windows:** Chrome, Firefox or Microsoft Edge  
**Mac:** Safari, Chrome or Firefox  
**Linux:** Chrome or Firefox

**We also 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.

Please refer to the attached instructions.

As per face-to-face appointments, these will only be for 9 minutes per teacher. A timer will appear on screen to highlight how long remains of the call and the system automatically starts the call and ends it after 9 minutes. It is, of course, your choice as to whether you choose to have your camera activated. Naturally, this choice extends to teachers also.

As you will appreciate with all I.T. systems, we may have to overcome some technical issues. If you are unable to get online for your scheduled appointment, the teacher will try to contact you by telephone at the allocated time. Please be aware that this may appear as a 'withheld number' or 'no caller ID'.

We are unable to offer more than one appointment for each pupil. There is a new facility on the system where you can invite a 'guest' to join the virtual meeting so this would allow two parents to access the same parents' night appointment from different locations.

In addition, I would like to remind you that Perth and Kinross policy advises that no recording of any kind should be made without the explicit consent of all parties.

You will also be issued with an end of term report which will give a summary of your child's progress in P4 and will be sent home on 17 June 2022.

Yours sincerely

*Joanne Philp*

Mrs J Philp  
Depute Headteacher