



Pittville School
Cheltenham

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Headteacher Richard Gilpin

Dear Parents/Carers

Year 7 Remote Tutor Afternoon
Thursday 22nd October 4.00 pm – 6.00 pm
Online Appointment Booking

I am writing to invite you to attend our remote Year 7 Tutor Afternoon on Thursday 22nd October from 4.00pm – 6.00pm. This is an important afternoon and provides you with an opportunity to meet your son/daughter's tutor and discuss their progress upon starting with us at Pittville.

Clearly, we can't run this event in the traditional fashion but our online booking system offers an interactive style approach which means that you can have audio/video conversations with your child's tutor. This is the first event that we have run of this kind and whilst we have worked hard to eliminate any potential technical issues, we ask you to be aware that we are trying to coordinate the software at our end with the myriad of systems/devices you will have between you at home and we cannot guarantee it will work perfectly for every single conversation. However, we hope it will enable you to have a meaningful conversation with your child's tutor. In addition to this letter you will find some guidance for parents and some frequently asked questions.

Booking will operate online via 'School Cloud'. The system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments will be four minutes in length and can be made from **Thursday 15th October at 10.00am** with booking closing on **Wednesday 21st October at 10.00am**. Should you wish to make any urgent changes or should you encounter any issues with booking your appointment please contact the IT Helpdesk at it.helpdesk@pittville.gloucs.sch.uk

Please visit the link below to book your appointments:

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

A help sheet will be sent to you and also made available on our website.

You will need to log in with the following information, which must match exactly what is recorded on the school system:

Your child's First Name:

Your child's Surname:

Your child's Date of Birth:



Please note that:

You only need your child's date of birth for the security log in.

Only tutors will be available to give you an overview of your son/daughter's first term at Pittville.

You will be able to book one four-minute slot. Please note that appointment automatically end after four minutes.

This system works on almost all devices including mobile phones but if you do not have any access to the internet, please ring school and leave your name and we will get back to you via other means.

Some teachers will use just audio and others will use video as preferred.

We look forward to seeing you on Thursday 22nd October.

Yours sincerely

Mr Gilpin
Headteacher

