

Biddick Lane  
Washington  
Tyne & Wear  
NE38 8AL

---

Tel: 0191 511 1600  
Fax: 0191 417 2897

---

Headteacher:  
Miss K Morris



**Biddick**  
Academy

8<sup>th</sup> December 2021

Dear Parent/Carer,

**Year 10 Parents' Evening – Thursday 6<sup>th</sup> January 2022 – 4.00pm until 6.15pm**

We would like to invite you to make a video appointment to see your child's teachers by using our online system called School Cloud. The evening is an opportunity for you to discuss how your child is progressing at Biddick Academy and discuss any concerns that you may have.

**Booking your appointment**

- School Cloud is an easy to use online appointment booking system which allows you to select a suitable and convenient appointment time which will be held by video.
- The appointments will be limited to 5 minutes each so that we are able to see as many parents as possible. Once the 5 minutes is over, your appointment will automatically end and time out.
- Once you book your appointment you will receive a confirmation email.

**Key information for video appointments**

- You can only join your meeting when it is your allotted time.
- Meetings can be accessed via any device with a camera and speaker – phone, laptop, tablet, desktop PC. There is no need to download any software or an app etc. However, we do recommend you use a smartphone if possible.
- Once you have made your video appointment booking, you will have an option to invite another person (who will be in a different location to you) to join the video appointment with you.
- For confidentiality and safeguarding reasons, meetings must not be recorded.
- We would encourage your child to attend with you.

If you are unable to make an appointment with a specific member of staff/subject area as all appointment slots have been filled, please email [sparks.j@biddickacademy.com](mailto:sparks.j@biddickacademy.com) who will arrange for an appropriate member of staff to contact you.

Instructions on how to book/attend your video appointment, and how to invite another person to attend the appointment with you, can be found by clicking the link in the email which was sent with this letter.

We are here to support and advise you, so please do not hesitate to contact me on - [moore.g@biddickacademy.com](mailto:moore.g@biddickacademy.com) if you have any queries regarding the parents' evening or if you are unable to access a device which will enable you to have an online appointment.

Yours faithfully,

Miss G. Moore  
Assistant Headteacher