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Letter No: 055/2023

20th October 2023

Dear Families,

Pastoral Review Day: Wednesday 22nd and Thursday 23rd November 2023

Pastoral Review day provides an opportunity for students to discuss their wellbeing and broader personal development with their form tutor or a member of the pastoral team linked to their year group. Students complete a questionnaire in confidence ahead of the meeting which then forms the basis of the discussion. The duration of each appointment will be 10 minutes and focus on the wellbeing and personal development of students. Discussions will be non-subject specific, and we would remind you that there will be an opportunity to discuss this aspect of progress at the Parent Teacher Consultation sessions later in the academic year. These sessions later in the year will also provide an opportunity for families of a child with Special Educational Needs to meet with members of the Learning Support team.

Pastoral Review Day will once again take place virtually this year. We are continuing to use the SchoolCloud video conferencing system that allows you to choose your own appointment time. Appointments can be made for the evening of Wednesday 22nd November or during the morning of Thursday 23rd November. The booking window opens on Monday 6th November at 6.00pm and will close on Friday 10th November at 6pm. Should you wish to make any changes after this date please send an email to data@sandringham.aat.school

Please visit <https://sandringhamschool.schoolcloud.co.uk/> to book your appointments. Attached to this email is a short guide to support you accessing the site. You can login with the following information:

- Parent's First Name
- Parent's Surname
- Student's Date of Birth

These login details will also allow you to access the appointment on the day.

You will also receive an email from the Parent Evening System with a link to the booking. Most appointments will take place with tutors although some students will see a support tutor, pastoral leader or member of the leadership team.

You can make one appointment per student, per family but the system supports multiple device access meaning that two parents/carers can access the video call from separate devices. If you wish to make use of this feature, log on to your bookings and click the Invite Parent/Guardian button, then enter the email address of the second parent/carer to grant them access. They will then need to click the link in the email they receive to join the appointment.



It is a good idea to check the device that you will use for the appointment before the day – please ensure that it has a camera and microphone working. We kindly ask that no consultation meetings are voice or video recorded in line with GDPR legislation.

Students will not attend school on Thursday 23rd November and, outside of their allocated appointment time, students should spend the rest of the day engaged in home learning, coursework completion or preparation for forthcoming examinations. Work will be added to Google Classroom accordingly.

Yours sincerely,

Mark Ailday
Acting Deputy Headteacher