

17 November 2025

Dear Parent/Carer

**Re: Year 12 Parents'/Carers' Evening Wednesday 3 December 2025 - Video Appointments 3.30pm-7.30pm**

On Wednesday 3 December 2025 we have the Y12 Parents'/Carers' Evening. This will be an opportunity for individual consultations with teaching staff to discuss engagement and progress. Students should attend the appointments as well where possible.

The school will be using the Schoolcloud **online appointment booking system**. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. These appointments will then happen virtually by video-conference using the same system.

You choose your own appointment times with teachers or ask the system to automatically generate them. The system allows you to book all of your appointments consecutively, but there is much to be said for building in a five-minute gap between all or some appointments so that you have time to process the information, especially if two parents/carers or a parent/carer and student are doing this together and might want to talk and reflect after each consultation. However, in order to fit sufficient appointments into the time available, teachers will not have these gaps and normally need to go directly from one appointment to another. This means that teachers will need to be very focused in their feedback and to draw the conversation to a close within the last minute of the appointment in order to have a short 30 second gap between conversations. If this does not happen the system will end the appointment abruptly at the scheduled time and this time cannot be extended. If further discussion, in exceptional cases, is necessary, the teacher can arrange to follow up by email or telephone.

Appointments are normally five minutes long unless the class is small and the teacher has set them to be longer. Most classes are taught by two teachers, and in this case, you will find that the system has been set up EITHER to enable two separate appointments OR one joint appointment with both teachers on screen together OR it has been limited to only one teacher being available. This will normally be because teachers who teach multiple classes have needed to divide their load in order for every parent to be seen. If even with this adjustment any teacher runs out of available slots on the evening, written feedback can be requested.

As the teachers of Extension Studies and Mathematical Studies are also teaching multiple full A Level classes, we will not be offering the option of booking appointments for these subjects.

The system will also not provide the option of booking with tutors since they will all be heavily committed seeing their teaching classes during the evening.

**Appointments can be made from Tuesday 25 November at 8.00am and will close on Tuesday 2 December at 8am.**

We request that only one set of appointments is made per student as teachers will not normally have the capacity to see parents separately. It is possible for one parent to make an appointment and then to invite a second person to join it.

Please visit <https://smrt.schoolcloud.co.uk> to book your appointments (a short guide on how to add appointments and access the video connection is included with this letter). The system works effectively on computers and smartphones using up to date web browsers such as Chrome, Edge, Safari or Firefox. To log into the system, you will need the following information for your child to match what is on our system:

- Preferred Forename
- Preferred Surname
- Date of Birth

You will also need to match the parent name (including title) and email address that we hold for you. If it says that the student can't be identified, then try alternate forms of their name or our title (Mr/Mrs/Ms/Miss/Dr) or your email address. Should you have any difficulties with this process please contact Kerrie Davis, Sixth Form Administrator on 0117 377 2100 ext 318 or <mailto:davisk@smrt.bristol.sch.uk>, for example if you are unable to make appointments because you do not have access to the internet, or if one of your chosen teachers has run out of appointments and you would like written feedback.

Where teachers do not work on the day allocated to this event this has been indicated on the system and those teachers will make contact with you directly by email with some feedback. If teachers are unable to carry out their appointments because they are unwell this will either be indicated on the system at the point of booking, or you will be made aware of this with an email update.

We hope you will find this evening both informative and enjoyable.

Yours faithfully,

Rob Shaw  
Head of Sixth Form