



Logos School of English Education

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8 October 2021

Dear Parent/Guardian

RE: Parents' Evening for Grades 7, 9 & 11 – Online Appointment Booking & Video Appointments

I would like to invite you to attend our Parents' Evening next Thursday (14th October) online. Due to restrictions and safety measures, we have decided to use a video system. This will minimize movement, and allow the evening to run without having to manage the logistics of queues, multiple locations, mask wearing and disinfecting tables and chairs every few minutes. This system was trialed last academic year with apparent success and positive feedback.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback. We can review whether booked appointments would be a benefit for in-person parents' evenings when they resume after Covid restrictions are past.

You can get online to book appointments from today, Friday 8th October, and the booking system will close on Thursday at 2:00pm. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://logos.parentseveningsystem.co.uk> to book your appointments. Log in with the following information:

	<i>Example</i>
Student's First Name:	Joseph
Student's Surname:	Bloggs
Date of Birth:	29/02/2008

The guidance on how to video call on the day of the appointment can be found at <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. This link, and the link to log in, is on our website front page www.logos.ac.cy.

- Please note that each appointment may start 1 minute after your scheduled appointment, this will allow teachers to have your child's information in front of them. Please stay logged on and await your notification to start your meeting. Please remember to refresh your browser when you are not in a call, to ensure you are still logged in, before your next appointment.
- Please kindly keep to time. The programme will automatically stop the call at the end of the meeting, so please be at your appointment on time, as there is no way for the teacher to extend the call after the allotted time has been completed.
- When you join a call you will be asked to allow/enable the microphone and camera. Please click accept. You can disable the camera afterwards, if needed.
- In the event the internet is running slow, you have the option to disable the video/camera and remain in the meeting with audio/microphone only.

A guide to how to log in for bookings and attend the video calls will be available on our website.

Yours sincerely,

Nathan Moore
Principal