



Smithdon High School  
Mr J Hirst  
Headteacher  
Downs Road, Hunstanton  
Norfolk PE36 5HY  
Telephone: 01485 534541  
e-mail: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)  
website: [www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

Ref: AGi/LT

2 March 2021

Dear Parent,

Thank you for your patience as we set up all the steps for the students' safe return to school. As you can imagine, the logistics of testing 600+ students and staff in a short space of time is hugely complicated.

Thank you to those parents who have already completed the consent survey Google Form - which **must** be completed before we can physically test any student and also provide home testing kits in due course. If you have yet to complete the form, this can be found here: <https://forms.gle/ZcsAw3ELBHgrtp8K9> This should also be completed to confirm if you do not wish to consent for your child's participation in testing.

Further to my last letter, we have also now set up the facility for each year group to book an appointment for the first Lateral Flow Test (LFT). It is with regret that we are unable to offer families with students in multiple year groups, appointments at the same time - these must be on the set days for each student's year group, in order to tie in with Tests 2 and 3. Tests 2 and 3 will be carried out in school during the school day (3-5 days apart from the first and each other) up to and including Thursday 18 March, depending on Year group.

All appointments will be booked through our Parents' Evening System at <https://smithdon.schoolcloud.co.uk/> (instructions for setting this up are attached to this letter). If you are unable to use the online appointment facility, please email [data@smithdonhigh.org.uk](mailto:data@smithdonhigh.org.uk).

Unless part of the ongoing Key Worker bubbles (who will come to the gym for their appointment and return to their bubble room) **students must only be on site for their appointment on these days, and must then return immediately back to their home** – the national lockdown is still in place. They may be accompanied by one adult to the school but must not travel in friendship groups. The testing should take around 5 minutes, and each year group is allocated a particular day and appointment window.

All students (and accompanying adults if necessary) must enter the school site by the pedestrian gate at the top of Downs Road, where they will be directed to the left entrance door to the gym - as you look at the gym from the playground. Students will pass through the gym to register and take their test, exiting from the right hand side door. They should then leave the site via the gate at the bottom of the car park by the field. If you are coming by car, please park in the top car park by the main road.

If you need anything else from school whilst on site, please make your way *outside of the site* to the main reception entrance, where someone will be able to help you further.

Students must not attend their appointment or come onto the school site if they have any Covid-19 symptoms: new, continuous dry cough; high temperature; loss or change to sense of smell or taste. If they have any of these symptoms, please arrange for a PCR test at your local testing site.

We look forward to seeing all the students very soon.

Yours sincerely

**Mrs A Gibbins**  
**Head of School**

# Parents' Guide for Booking Appointments

Browse to <https://smithdon.schoolcloud.co.uk/>



## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



## Step 3: Select Booking Mode

Choose **Manual**. Then press *Next*.



## Step 4: Choose ONE appointment slot

Click ONE of the green cells to make an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking the appointment, at the top of the page in the alert box, press *click here* to finish the booking process.



## Step 5: Finished

Your booking will now appear on the My Bookings page.

An email confirmation has been sent and you can also print appointments by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

# THANK YOU