

2 February 2022

Dear Parent/Carer

I hope that you and your family are well. Thank you for all of your support as we continue to work hard to prepare our young people for some important milestones in their secondary education. In this letter you will find information on Y12 and Y13 Parents Evening.

**Year 12 and Y13 Parents Evening - Thursday 10<sup>th</sup> February 2022 4pm – 6pm**  
**Online Appointment Booking**

In order to keep families and our staff safe and well, we are continuing to use School Cloud for Parents Evenings this year. School Cloud is an online appointment booking system which allows you to choose your own appointment with teachers at a time within the two-hour period that is suitable for you. You will be able to book five-minute slots with your child's teachers using School Cloud. Time slots will be allocated on a first come, first served basis, however you will be able to see the next available appointment with the teacher. You will receive an email confirming your appointment times from School Cloud.

Appointments can be made from Wednesday 2<sup>nd</sup> February, 6pm and will close on Wednesday 9<sup>th</sup> February 2022 at 9pm. Should you wish to make any changes after this date please contact the school office and leave a message for Miss P Jones or Mrs C McKendrick.

Please visit <https://dba.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter and you can visit this website to watch a video tutorial on how to use School Cloud if you are unfamiliar with this platform.

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Login with the following information:

Student's First Name:	«Forename»
Student's Surname:	«Surname»
Student's Date of Birth	«day, month, year»

If you have any difficulties in making appointments, please contact school and we can try to support you making online appointments or arrange for teaching staff to telephone to update you on progress and next steps.

Kind regards



Miss P. Jones  
Vice Principal