



12 December 2023

## Parents' Evening - Online Booking System

We would like to invite you to attend our Parents' Evening on **Monday 8<sup>th</sup> and Tuesday 9<sup>th</sup> January 2024**. The booking system that we use will allow you to choose your own appointment time and you will then receive an email confirming your appointment.

**Appointments can be made from 6.00 pm on Wednesday 13<sup>th</sup> December and will close at 7 pm on Sunday 7<sup>th</sup> January 2024.**

Please visit <https://weare.schoolcloud.co.uk/> to book your appointment – there is also a link on our website to the parents evening booking system.

You will need to login with the following information:-

- Student's First Name: «Forename»
- Student's Surname: «Surname»
- (Registration Class) / (Tutor Group) / (Date of Birth) / (Login Code): «Information»

The system will allow for one 10 minute slot per child.

If any separated parents require an additional slot, please do not book this through the system but instead speak with your child's class's teacher or the school office.

We encourage you to share any worries or concerns about your child as they arise, so they can be dealt with swiftly. Subsequently each slot is 10 minutes; please help us keep on time by having these lengthier conversations at a different time or booking another appointment with your child's class teacher.

We appreciate that for some parents it can be difficult to arrange childcare, we would kindly request that children do not attend the meeting so that teachers can offer their full attention. Please do not leave your children unaccompanied on the school site. Thank you for your support with this request.

If you have any difficulties in booking a time slot please contact the office.

