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22nd September 2023

Dear Parent/Carer.

Year 7 settling in Parents' Evening

Year 7 pupils and parents/carers are invited to attend the **Year 7 Settling-In Parents' Evening on Tuesday 3rd October 4.00pm to 6.30pm.**

This parents' evening will be face-to-face and will take place on school site. Please arrive via reception.

Appointments will be with your child's Form Tutor. They will last a maximum of 10 minutes and will be allocated on a first-come-first-served basis. We strongly advise that you book early to avoid disappointment. Meetings will focus upon how well your child has settled in to school life here at Huntcliff and will give parents and carers the opportunity to discuss any concerns they might have.

Appointments will either be with Mrs Palin, Mrs Collier-Murphy or your child's Form Tutor.

Appointments are made using our online booking system. Please follow the instructions below and contact your child's Form Tutor if you experience any problems.

- Go to Huntcliff.schoolcloud.co.uk
- Log in with your details and the details of your child
- Click on the date of the Parents' Evening
- Follow the on-screen instructions
- Select teachers and times
- Click 'generate appointments' at the bottom

When you have finished making your appointments, you will receive a confirmation email.

The booking system will be open to make appointments from **now until 12 midday on Tuesday 3rd October.** For pupils whose parents do not reside together, please be aware that parents cannot make separate appointments to meet the same member of staff.

If you do make an appointment and are not able to attend, please cancel the appointment so that others can book in your place. If there are no available appointment times to suit you, please contact your child's Form Tutor via school email and we will arrange a separate time to report upon the progress of your child.

Thank you for your continued support. We look forward to seeing you and your child on the **3rd October.**

Yours faithfully

Mr P Clayton
Assistant Headteacher

