

13th October 2023

Dear Parent/Carer.

Year 11 Parents' Evening – change of date

Please be advised that the date of the Year 11 Parents' Evening has changed to **Tuesday 7th November 4-7pm**. The change has been made in response to parental requests that we are happy to accommodate.

We apologise to those parents that have already booked appointments or rearranged plans to attend the Parents' Evening on the previously stated date.

A new appointment booking system has been opened for you.

The parents' evening will be face-to-face and will take place on school site. Please arrive via reception. Appointments will last five 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 progress to date and effort levels. Teachers will give guidance on what needs to be done for your child to continue to make further progress and advice will be given regarding the preparation required for the upcoming **Year 11 Trial Exams that start on the 20th November**.

Appointments will be 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. It is important that we have an up-to-date and accurate email address to send the confirmation to. If you have changed your email address recently, please email reception@huntcliffschool.co.uk at the earliest opportunity.

The booking system will be open to make appointments from now until 12 midday on Tuesday 7th November 2023. For pupils whose parents do not reside together, please be aware that there can only be one meeting per child, per subject so the meeting must be taken by one parent or with both parents present. Parents cannot make separate appointments for the same subject. **We advise that you leave 5 minutes 'travel time' between your appointments.** 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 the relevant teacher 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 **7th November**.

Yours faithfully



Mr P Clayton
Assistant Headteacher

