

26 January 2021

Dear Parent / Carer

Sixth Form Parents' Evening Tuesday 2nd February - Online Appointment Booking

I would like to invite you to attend our Sixth Form Parents' Evening on Tuesday 2nd February.

This is a virtual event where parents and carers will be able to book online appointments with the teachers of their child between 9:00am and 6:00pm on Tuesday 2nd February. The appointments will be video calls between parents / carers and teachers and can be via smartphone, tablet or laptop, provided the device has a camera and microphone. **There will be no appointments on site at the academy.** You will not need any specialist apps or software for your parents' evening appointment.

The school has introduced a new easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback. When you follow the appointment link on Tuesday 2nd February, it will open a video call with your child's teacher.

Appointments can be made from today and will close on Tuesday 2nd February at 8am. Should you wish to make any changes after this date please contact the school office.

Please visit <https://airedaleacademy.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

- Student's First Name
- Student's Surname
- Students' date of birth

If you do not have internet access, please contact the school office who will be happy to add appointments on your behalf and make alternative arrangements.

Yours sincerely



Miss L Proctor
Principal