

11 November 2020

Dear Parent / Carer

Year 10 Parents' Evening Wednesday 18th November - Online Appointment Booking

I would like to invite you to attend our Year 10 Parents' Evening on Wednesday 18th November.

This is a virtual evening where parents and carers will be able to book online appointments with the teachers of their child between 3:30pm and 6:30pm on the 18th. 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 Wednesday 18th November, it will open a video call with your child's teacher.

Appointments can be made from Thursday 12th November at 8am and will close on Wednesday 18th November 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

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