

11 January 2021

Dear Parent / Carer

**Year 9 Parents' Evening Wednesday 20<sup>th</sup> January - Online Appointment Booking**

I would like to invite you to attend our Year 9 Parents' Evening Wednesday 20<sup>th</sup> January.

**This is a virtual evening where parents and carers will be able to book online appointments with the teachers of their child between 3:00pm and 6:00pm on Wednesday 20<sup>th</sup> January.** 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 20<sup>th</sup> January, it will open a video call with your child's teacher.

Appointments can be made from Tuesday 12<sup>th</sup> January at 9am and will close on Wednesday 20<sup>th</sup> January at 9am. 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