

06 October 2021

Dear Parent/Carer

KS3 Meet the Tutor Evening - Online Appointment Booking – Thursday 14th October 2021

We would like to invite you to attend our KS3 Meet the Tutor Evening on Thursday 14th October **from 6pm – 8pm**. This is a very important date in the school calendar, as it is an opportunity to meet with your child's form tutor. This will provide an opportunity to discuss with your child's form tutor how well they are settling in this year, and for you to share with us any highlights or concerns. This will not be a formal meeting where each subject is discussed as this will follow later in the year.

As we are currently unable to meet face-to-face in school, we are using our **online appointment booking system** called School Cloud. This allows you to choose your own 5 minute appointment times with your child's tutor and you will receive an email confirming your appointment. Please be aware that we have to limit the number of appointments each tutor can make within the two hour time slot, so please book as soon as possible. Appointments can be made from **9am on Wednesday 6th October and will close at 3.30pm on Thursday 14th October**.

Please visit the 'Parent' section of our school website and click on School Cloud in the menu <https://www.kingswolverhampton.co.uk/schoolcloud> to book your appointments. A short guide on how to add appointments is included.

Login with the following information when you access the webpage: Your details (email required) and student details.

If we do not have your parent email on file you will not be able to access the booking system, so please contact the school office as soon as possible and provide it so we can update our records. If you do not have access to the internet, please contact your child's Head of Year and they will be happy to add appointments on your behalf.

As we are holding online appointments, lasting exactly 5 minutes (there will be a countdown so you are aware when the meeting will automatically close), we would kindly ask that you:

- Consider your background when selecting where to access the online meeting
- Ensure everyone in the meeting is dressed in daytime clothing

Please do not hesitate to contact me should you wish to discuss further.

Yours sincerely



Mrs Douglas
Head of Year 7 & 8

Mr Dyke
Head of Year 9

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