

12 February 2021

Dear Parent/carer,

### **Year 9 Form Tutor Parents Evening - Online Appointment Booking**

I would like to invite you to attend our Form Tutor Parents' Evening on Thursday 25<sup>th</sup> February. This is an important evening which provides you with an opportunity to discuss the KS4 options available to your child with their form tutor. On this occasion we are able to offer appointments during the afternoon and evening.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times 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.

Appointments can be made immediately and bookings will close on 24<sup>th</sup> February at 12pm. Should you wish to make any changes after this date please contact the school office.

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

**Parents title, first and surname**  
**Student's first name and surname**  
**Students date of birth**

In addition to the short guide below is a link to a video which will give you additional information regarding how to use the system:

[Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk)

If you do not have access to the internet, please contact the school office who can arrange an appointment to be booked for you. Alternatively, you can email your child's form tutor directly.

Yours sincerely

Louise O'Reilly  
Associate Assistant Headteacher