

19 March 2021

Dear Parent/carer,

Year 11 Form Tutor Parents Evening - Online Appointment Booking

I would like to invite you to attend our Form Tutor Parents' Evening on Thursday 25th March. This is an important evening which provides you with an opportunity to discuss the current attainment of your child with their form tutor. The appointment will take place after school hours.

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 24th March at 3pm. 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:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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 to arrange an appointment.

Yours sincerely



Miss L O'Reilly
Associate Assistant Headteacher