

3rd December 2021

Dear families,

Year 11 Parents Evening - Online Appointment Booking/Online Parents' Evening

I would like to invite you to attend our parents' evening on **Thursday 6th January 2022 which will be online from 4:00 pm – 6:30 pm.** This is an important evening which provides you with an opportunity to discuss the current progress and attainment of your child with their subject teachers.

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

Appointments can be made from Monday 6th December 2021 and will close on 5th January 2022.

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.

Yours faithfully



Mr P Lowe
Head of KS 4