

17<sup>th</sup> January 2022

Dear families,

### **Year 10 Parents Evening - Online Appointment Booking/Online Parents' Evening**

I would like to invite you to attend our parents' evening on **Thursday 3<sup>rd</sup> February 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 Thursday 20<sup>th</sup> January 2022 and will close on Wednesday 2<sup>nd</sup> February 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