

16th September 2021

Dear Year 7 Parents/Carers

**Year 7 'Meet the Tutor' Evening – Online Appointment Booking**

I would like to invite you to attend our first Year 7 Parents' Evening of the new academic year, which will take place on Thursday 23<sup>rd</sup> September 2021. This is an important evening and provides you with an opportunity to meet your child's form tutor, who will be your primary point of contact in school.

Last year Acle Academy introduced a new online appointment booking system. This allows you to choose a five minute appointment slot with your child's tutor. We are trialling a blended approach, providing you with the opportunity to either meet your child's tutor in person or meet them online.

Our blended approach will allow you the option to book an in person meeting with the form tutor between 4-5pm, which will take place in school, or alternatively book an online meeting with the form tutor between 5-7pm. The online meetings will take place via video link and will require you to have internet access and a computer, tablet or mobile device that has a speaker, microphone and video capability.

Appointments can be made immediately. The booking system will close on Wednesday 22<sup>nd</sup> September at midday, allowing tutor's time to look at their scheduled appointments and prepare for the evening. Should you wish to make any changes after this time please contact the school office.

Please visit <https://acleacademy.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments has also been sent with this letter.) The details required to Login are shown in Step 1 of the guide. Once you have successfully made your booking you will receive an email confirming your appointments.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely



Mr S Newstead  
Vice Principal

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