

3<sup>rd</sup> January 2024

Dear Parents/Carers

**Year 11 Parents' Evening - Thursday 11<sup>th</sup> January 2024 (4:30pm – 7:30pm)**

We are pleased to inform you that the Year 11 Parents' Evening will take place in school on Thursday 11<sup>th</sup> January from 4:30pm – 7:30pm.

Please visit <https://acleacademy.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included 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.

You will be able to make appointments on the booking system immediately. The booking system will be **closed from 3:30pm on Wednesday 10<sup>th</sup> January** and you will not be able to make bookings after this date. This is to ensure staff can access their full list of appointments in good time and prepare for the evening effectively.

Parents/Carers who are unable to access the Parents Evening booking system and make bookings please contact the school office for support.

We look forward to welcoming you on the evening.

Yours sincerely



Mr S Newstead  
Vice Principal  
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