

19th October 2026

Dear Parents/Carers

Year 10 REMOTE Parents' Evening - Wednesday 11th November 2026 (4:00pm – 7:30pm)

If you are in receipt of this letter your child is taught by a member of staff who is part-time and does not work on Thursday's when the main Year 10 parents' evening will take place. These colleagues will instead be offering **on-line appointments** for parents on Wednesday 11th November.

The teachers offering online appointments are:

Ms Burdett (nburdett@acle.norfolk.sch.uk) with class 10D/Gg1

Mrs Chapman (cchapman@acle.norfolk.sch.uk) with class 10x/En2

Mrs Gilbert (agilbert@acle.norfolk.sch.uk) with 10B/Mu1

There has been a separate booking form set up for online appointments with these colleagues. Please visit <https://acleacademy.schoolcloud.co.uk/> to book your online 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.

The booking system **opens at 9:00am on Tuesday 20th October**. The booking system will be **closed from 3:30pm on 10th November** and you will not be able to make bookings after this point. This is to ensure these colleagues can see their full list of appointments in good time and prepare for the evening effectively. On the day of the remote parents evening, we strongly advise that you login at least 10 minutes before your first scheduled meeting. Each meeting 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.

The software we are using operates a strict six minute time slot per appointment and if you are late to login or delay accepting the remote meeting this will reduce the amount of time you have to speak to each teacher. The software operates in this way to ensure that meetings run to schedule, and that discussions do not overrun and impact on others who have later appointments. If you do not have the facilities to access the remote parents evening, but would still like to speak to any of these teachers in relation to your child's attitude and progress so far this academic year then we ask that you contact them directly by email.

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

Yours sincerely



Mr S Newstead
Vice Principal

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