

1 November 2023

Dear Parent/Carer

**Face to Face Parents' Evening - Year 11, Thursday 9 November 2023, 4.30pm – 7.30pm**  
**Online Appointment Booking - in school meetings**

I would like to invite you to attend our Parents' Evening on **Thursday 9 November, 2023**. This is an important evening and provides you with an opportunity to discuss your child's progress following their first Progress Summary for Year 11.

The school uses an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers. You will receive an email confirming your appointments once you have scheduled them. ***In order to ensure that appointments do not run over and to limit waiting around it is important that you factor in travelling time between your appointments. Please do not use the automatic booking facility.***

***Appointments can be made from Wednesday 1 November 2023, at 6.00pm and will close on Wednesday 8 November at 6.00pm.*** If you wish to make any changes after this date, please contact the academy office.

Some parents have been invited to a meeting with Mrs Marsh, SENCo. If you have been invited to one of these meetings, please also make a booking. *(Please note that due to the high volume of appointments for our SENCo you may have to be booked on to a waiting list, which we will monitor. Should this happen, we will contact you with an alternative date.)*

In order to provide all parents with an opportunity to speak to teachers, the meetings will be for a maximum of 5 minutes with each class teacher.

Please visit <https://southaxholmeacademy.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Please login to the 'school cloud' following the link above, with the following information: ***Student's First Name, Student's Surname and Date of Birth.***

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

Thank you for your anticipated support and we welcome any feedback, and as such a survey will be sent out to you following the event. We look forward to seeing you at the Academy on Thursday 9 November 2023.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Barlow'.

Mr S Barlow  
Principal

**Principal: Mr S Barlow**  
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