

12th February 2020

[Parent Name]
[Parent Address]

RE: Year 12 Parents' Evening (SchoolCloud)

Dear [Parent Name],

This letter is to advise you that **Year 12 Parents' Evening** for all students will take place on **Thursday 25th February 2020, 4.30pm-7.30pm** via **SchoolCloud**.

SchoolCloud is a virtual system whereby parents/carers will have an opportunity to book appointments with every one of their child's classroom teachers throughout the evening.

This is our first opportunity to talk to you about your child's academic progress since starting their A Level studies so cannot emphasise enough the importance of attending this event.

We sincerely hope that all parents/carers will be in attendance, however if it is the case that due to exceptional circumstances parent/carers are unable to attend this event, I must emphasise that your child is required to attend alone; attendance is not optional for our year 12 students.

SchoolCloud is accessible on any electronic device including a laptop, smartphone or tablet. Please ensure that the device you are using on the evening has a working camera and microphone.

Appointments for Parents' Evening can be made now and the appointment booking system will close on Wednesday 24th February 2020.

Please visit ([insert link](#)) to book your appointments. A short guide on how to add appointments is included with this letter.

You are able to login using the following details:

Student name: [Student name]
Student DOB: [Student DOB]
Login code: [code]

If you have any queries regarding the use of SchoolCloud or have trouble with operating the system, please do contact our Sixth Form Administrator, Ms Bakali, via email (s.bakali@kaa.org.uk).

Sincerely,

Hebe Sandford
Director of Learning – Year 12

Adam Whitlock
Assistant Principal – Sixth Form