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**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

Tuesday 07 November 2023

Dear Parent

### Year 9 Parents' Evening – Appointment Booking

I would like to invite you to attend our Year 9 Parents' Evening from 4.15pm until 7.15pm on Thursday 23 November 2023. This evening is essential in keeping you informed about your child's progress, attainment, and attitude to learning in their individual subjects. It will give you an opportunity to speak to your child's class teachers to better understand how you can support them in achieving their full potential.

The evening will take place on site, and parents will be able to book appointments through the SchoolCloud platform. **When you arrive, please sign in via the outside entrance to the dining hall.**

Appointment bookings open on Monday 6 November and will close on Tuesday 21 November at 5.00pm. Should you wish to make any changes after this date please contact the school office.

Please visit: [Caister - Schoolcloud](#) to book your appointments. A short guide on how to add appointments is included with this letter. The login information you will require is viewable in the example screenshot.

#### Technical Support:

If you have any problems booking appointments, please contact the school via email or phone and a member of staff will happily assist you.

#### Teacher Availability

Please be aware that where staff teach multiple groups, appointment availability will be in high demand. Therefore, early booking is advised. When teachers become fully booked, please join the waiting list and a member staff will contact you after the evening to discuss your child's progress.

Caister Academy

SchoolCloud

Welcome to the Caister Academy parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth

Log in

We look forward to seeing you with your child and will welcome any feedback regarding the evening.

Yours faithfully

Mr Stuart Aldous  
Assistant Principal for Student Progress