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**CAISTER
ACADEMY**
*Creative
Education
Trust*

07 January 2021

Dear Parent

Year 10 Parents' Evening – Online Video Appointment Booking

I would like to invite you to attend our Year 10 Parents' Evening on Thursday 14 January. This evening is essential in keeping you informed about the progress, attainment and attitudes to learning of your child. 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.

Due to the current lockdown measures we are unable to run this evening in person. However, we are pleased to be able to offer this remote format that will still allow you to have these important conversations with your child's class teachers.

The school has introduced a new intuitive and easy to use online appointment booking and video meeting system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will allow for a well-run and accessible evening.

Appointment bookings are open and will close on at 5.00pm on Wednesday 13 January. Should you wish to make any changes after this date please contact the school office.

Please visit: [Year 10 Parents' Evening Bookings](#) 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 do not have access to the internet, or if you require additional technical support, please contact the school office with your availability and they will be happy to add telephone appointments on your behalf. You can do this via email: enquiries@caisteracademy.org.uk

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

As you will understand, this is part of the first cycle of remote events that the academy has run, and we appreciate your patience and support as we resolve any issues you may experience. We look forward to seeing you with your child and will welcome any feedback regarding how we can improve this facility going forward.

Yours sincerely

Mr James Read
Assistant Principal – Assessment and Curriculum