



**Morecambe Bay**  
Academy

Morecambe Bay Academy  
Dallam Avenue  
Morecambe  
Lancashire, LA4 5BG

01524 410207  
morecambebayacademy.co.uk  
info@morecambebayacademy.co.uk

11<sup>th</sup> December 2020

Dear Parents / Carers,

### **Y11 Parents' Evening: Wednesday 06/01/2021 - Video Appointment Booking System**

I am writing to invite you to attend our Y11 Parents' Evening on 6<sup>th</sup> January 2021 from 3:45pm to 6:15pm. This is a crucial time for Y11 pupils and we would like all parents/carers to have the opportunity to discuss their child's progress with their teachers. Due to restrictions that are in place due to Covid-19, we are unable to have large numbers of visitors into school. Our solution is SchoolCloud Parents Evening, which will allow us to run virtual parents' evening appointments via video appointments, similar to FaceTime/Zoom.

The software allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments schedule. We have tested the system and all went well in trials, however, like all new ventures there may be teething problems, so please bear with us if any crop up. Our goal is to make this experience as smooth as possible for you.

Please visit <https://morecambebayacademy.schoolcloud.co.uk/> to log in and book your appointments. No login code is required. You will need to enter your name and your child's name and date of birth. These must match the details that we have on the school system. You will also be asked to enter your email address so that you can receive confirmation of your appointments schedule.

We have provided a guide on how to add appointments attached to this letter. The window for booking appointments starts at 10am on Friday 11 December and will close at 4pm on Tuesday 5<sup>th</sup> January. A guide for parents on how to access video appointments on Parents' Evening can be found here: <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

As you will see in the guide, the system can automatically make appointments for you with your child's teachers for all of their GCSE or BTEC subjects. If you would like to make an appointment with Miss Dixon (Head of Year 11) or Miss Davies (SENCO), please contact school reception.

If you do not have access to the internet, please contact the school reception for further advice.

Yours sincerely

Mrs S Cantley  
Assistant Principal

**Belong | Believe | Achieve**

**Acting Co-Principals** Mr J Cowper & Mrs H McClurg  
The Bay Learning Trust. Registered in England & Wales. Company Number 07588464.



Part of  
**The Bay Learning Trust**