



**Morecambe Bay**  
Academy

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21 March 2021

Dear Parents / Carers,

### **Y7 Parents' Evening: Wednesday 14/04/2021 - Video Appointment Booking System**

I am writing to invite you to attend our Y7 Parents' Evening on 14<sup>th</sup> April 2021 from 3:45pm to 6:15pm. We would like all parents/carers to have the opportunity to discuss their child's progress with their teachers. Due to lockdown 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 earlier this term with other year groups and we had lots of positive feedback from families, but please do bear with us if there are any technical difficulties. 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 will close at midday on Wednesday 14<sup>th</sup> April. A guide for parents on how to access video appointments on Parents' Evening can be found here:

<https://support.parentseveningsystem.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 subjects. If you would like to make an appointment with Ms Roberts-Jones (Head of Year 7) 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

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Principal Mrs H McClurg  
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