

10th February 2023



Morecambe Bay
Academy

Dear Parent/Carer,

Year 10 Parents' Evening: Wednesday 22nd February 2023
Video Appointment Booking System

Morecambe Bay Academy
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Morecambe
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I am writing to invite you to attend our Year 10 Parents' Evening on Wednesday 22nd February from 4.00pm to 7.30pm. We would like all parents/carers to have the opportunity to discuss their child's progress with their teachers.

Following positive feedback from parents last year, we have opted to continue to run online appointments for Parents' Evenings this year, using the SchoolCloud programme. The software allows you to choose your own appointment times with teachers and, once you've booked them, you will receive an email confirming your appointments schedule.

The window for booking appointments will open at 8.00am on Monday 13th February and close at 12 noon on Wednesday 22nd February. Please visit <https://morecambabayacademy.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 attached to this letter on how to make appointments. 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 Mr Eastwood (Head of Year 10) or Mrs Pearson (SENCO), please contact school reception.

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>

If both parents would like to attend the appointments, it is possible to do this from separate locations (for example if parents live in different households). A guide on how to invite another parent/guardian to join your appointments can be found here: <https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

If you have any problems with booking appointments or with online access, please contact school and we will do everything we can to help.

Yours sincerely,

Mr M Salthouse
Vice Principal

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Principal Mr G Gomersall
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