

8<sup>th</sup> February 2024

Dear Parent/Carer,



**Morecambe Bay**  
Academy

**Year 12 & Year 13 Parents' Evening: Thursday 29<sup>th</sup> February 2024**  
**Video Appointment Booking System**

Morecambe Bay Academy  
Dallam Avenue  
Morecambe  
Lancashire, LA4 5BG

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

I am writing to invite you to attend our Year 12 and Year 13 Parents' Evening on Thursday 29<sup>th</sup> February from 4.00pm to 7.00pm. We would like all parents/carers to have the opportunity to discuss their child's progress with their teachers.

Following positive feedback from parents, 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 e-mail confirming your appointments schedule.

The window for booking appointments will open at 10.00am on Thursday 22<sup>nd</sup> February and close at 12 noon on Wednesday 28<sup>th</sup> February. 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 we have on the school system, which may mean you need to try a different prefix, such as Ms rather than Miss. You will also be asked to enter your e-mail 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 your child has more than one teacher for a subject, please make an appointment for each teacher you can see is available. If you would like to make an appointment with Mrs Fitzwilliam (Head of Years 12 and 13), 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 from different locations (for example, if parents live in different households), this is possible and can be arranged yourself. A guide on how to invite another parent or 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  
Deputy Headteacher

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Principal Mr J Cowper  
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**THE BAY**  
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