

22<sup>nd</sup> May 2024

Dear Parent/Carer,

**Year 7 Parents' Evening: Thursday 13<sup>th</sup> June 2024**  
**Video Appointment Booking System**

I am writing to invite you to attend our Year 7 Parents' Evening on Thursday 13<sup>th</sup> June 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.

Due to 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 6<sup>th</sup> June and close at 12 noon on Wednesday 12<sup>th</sup> June. 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 you would like to make an appointment with Miss Finan (Head of Year 7), 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



**Morecambe Bay**  
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