



Morecambe Bay
Academy

Morecambe Bay Academy
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17th December 2024

Dear Parent/Carer,

Year 11 Parents' Evening - Thursday 16th January 2025

I am writing to invite you to attend our Year 11 Parents' Evening on Thursday 16th January 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.

The evening will be face-to-face in school, although we continue to run an online appointment booking system using the website 'SchoolCloud'. The website 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 9th January and close at 12 noon on Wednesday 15th January. 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 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 Mrs Stephens (Head of Year 11), please contact school reception. The system also ensures that you have adequate travel time between appointments as teachers will be in different locations. A map of locations will be sent to you nearer the time.

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 A Korab
Deputy Headteacher

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Acting Headteacher Ms J Pardoe
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