



**Morecambe Bay**  
Academy

Morecambe Bay Academy  
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22<sup>nd</sup> January 2025

Dear Parent/Carer,

**Year 13 Parents' Evening - Thursday 13<sup>th</sup> February 2025**

I am writing to invite you to attend our Year 13 Parents' Evening on Thursday 13<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.

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 6<sup>th</sup> February and close at 12 noon on Wednesday 12<sup>th</sup> February. Please visit <https://morecambabayacademy.schoolcloud.co.uk> to log in and book your appointments. (Alternatively, you can click the 'Parents Evening' link at the top of the school website.) 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 Ms Fitzwilliam (Head of Year 13), 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 made available on the evening.

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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