



**Morecambe Bay  
Academy**

21<sup>st</sup> May 2025

Dear Parent/Carer,

**Year 10 Parents' Evening – Thursday 19<sup>th</sup> June 2025  
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 10 Parents' Evening on Thursday 19<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.

The evening will be run online using the SchoolCloud website. 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 12<sup>th</sup> June and close at 12 noon on Wednesday 18<sup>th</sup> June. Please visit <https://morecambebayacademy.schoolcloud.co.uk> to log in and book your appointments. (If the link fails to connect you to the log in screen, please click on the box that says 'Return to Home Page'. You can also use the 'Parents Evening' link at 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 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 the Head of Year 10, 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 A Korab  
Deputy Headteacher

