

19th October 2021

Dear Parent/Carers,

Year 7 Tutor Appointments – Thursday 4th November 2021

Our Year 7 students have nearly completed their first half term at St Clement's High School, and they have transitioned well into the start of their Secondary education. We would like to invite you to a meeting with your child's form tutor to discuss how your child has settled.

All appointments will be booked and held online through our Parents' Evening System. You will need to create a login to book your appointment using the following address; <https://stclementshigh.schoolcloud.co.uk> please fill out the relevant information and then click login.

Alongside your son/daughter's tutor the following people are available to book an appointment with if you wish;

- Mrs Towle (Assistant Headteacher – KS3)
- Mrs Cawston (Pastoral Support Officer for Y7)
- Mrs Chappell (Assistant Trust SENCO)

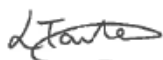
To book an appointment you will need to click on the event shown then click any of the green cells to make an appointment. To change an appointment, delete the original by hovering over the blue box and click *Delete* then choose an alternate time. If you have anything you would specially like to discuss or raise, we would encourage you to leave a message to the tutor.

Further instructions and guidance of using this system are published on our School website, under the subheading 'Parents'.

You will be able to book an appointment from Thursday 21st October at 9am, bookings will close ahead of the event, so please do book your appointment before the day. Appointments will automatically cut out after the designated time. Unfortunately, we are unable to extend appointment times; however if further discussions are required you are advised to make an appointment through the school reception.

Fundamentally this is an opportunity to praise your son/daughter in settling into life at St Clement's, but also a time for you to discuss any concerns or worries that you may have that you have not already raised. If you are unable to use the online appointment facility and require a telephone call instead, please email office@stclementshigh.org.uk

Yours Faithfully,



Mrs L Towle
Assistant Headteacher – KS3