



KMD/LNC

16<sup>th</sup> November 2023

Dear Parent/Carer,

## Year 8 Parents' Evening – Appointment Booking

I would like to invite you to attend our Parents' Evening on Monday 4<sup>th</sup> December between 4.00pm and 7.00pm in the Academy's main hall and dance studio. This is an important event which will provide you with an opportunity to meet your child's subject teachers and discuss their progress. If you would like to meet with the SEN team please email [MMacGregor@magnusacademy.co.uk](mailto:MMacGregor@magnusacademy.co.uk) for an appointment to discuss any concerns regarding provision and support.

The Academy will continue to use the online appointment booking system called SchoolCloud. This allows you to choose your own appointment times with each subject teacher and you will receive an email confirming your appointments. Appointment booking will go live at 12pm on Friday 17<sup>th</sup> November and will close for bookings at 2pm on the day of the parents' evening, after which time bookings will no longer be available. We would like to speak to as many parents as possible as we know that this is the best way for us to work together to help your child succeed. To support parents who may not have been able to make their appointments, we will start to contact those without appointments from Monday 27<sup>th</sup> November. You will need your child's legal name and date of birth to login successfully. If you experience problems when logging in please try alternative titles (Miss/Mrs/Miss).

To ensure staff are able to see as many families as possible, teachers will be in the main hall and dance studio and will have 5 minute appointments. We will endeavour to adhere to all timings on the evening and would appreciate it if you were able to arrive between 5 and 10 minutes prior to your first appointment in order to sign in. If a teacher requires a longer conversation with you they may ask to arrange a meeting on a different day.

Please enter the school at main reception on arrival to sign in. I very much hope that you will attend as by working together with the school, I am confident we can ensure that good progress is made; I look forward to meeting you at our event.

Please find attached a guide for details on how to make online appointments.

If you have any queries or accessibility requirements, please contact the academy so we can ensure your needs are met.

Yours sincerely,

**Mrs K Dixon**  
Vice Principal