



NCM/LNC

26th September 2024

Dear Parent/Carer,

Year 7 Settling In Evening – Appointment Booking

I would like to invite you to attend our Settling In Evening on Tuesday 15th October between 3.45pm and 6pm in the Academy's main hall. This is an important event which will provide you with an opportunity to meet your child's tutor to discuss their first few weeks at Magnus.

The Academy uses an online appointment booking system called SchoolCloud. This allows you to choose your own appointment time and you will receive an email confirming your appointment. **Appointment booking will go live at 9am on Tuesday 1st October** 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 Tuesday 8th October. 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 tutors are able to see as many families as possible, appointments will be 5 minutes. 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 appointment in order to sign in. If your child's tutor 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 do not hesitate to contact school.

Yours sincerely,

Mr N Mosley
Assistant Principal