



September 2023

Dear Parents and Carers

### **Year 7-11 Parents' Evening – Tutor - (Thursday 5 October 2023 3.15pm-6pm)**

All parents will have an opportunity to speak via video call with their child's tutor on Thursday 5 October. This will be a great opportunity to find out how your child has settled into the new academic year and, as always, we anticipate a high take up of appointments.

Parents need to sign up for an appointment with their child's tutor through School Cloud. If you are unfamiliar to this system, guidance has been attached on how to sign up, amend bookings and add additional parents to scheduled meetings.

The evening will run from 3.15-6pm and appointments will last no longer than 5 minutes. Please note that this parents' evening is **virtual**, and parents are only required to attend **one appointment**. We do hope that you can make this.

Parents will need to log into SchoolCloud to book the appointments in advance of the evening itself. Appointments can be made from Wednesday 20 September at 9am and close on Thursday 5 October at 12pm.

Please visit <https://shottonhall.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included further on in this letter.) Login with the following information:

*Student's First Name*  
*Student's Surname*  
*Students' Date of Birth*

Parents can also add another parent into virtual appointments made. Please click '**invite parent/guardian**' once appointments are made.

Should you have any questions, please contact the school office and we will be happy to help.

We look forward to speaking with you very soon at the Tutor Parents' Evening.

Yours sincerely

*Alex Hook*

Alex Hook  
Head of School

