



8<sup>th</sup> October 2021

Dear Parent/carer

**Year 7 Meet the Form Tutor Evening – Thursday 21<sup>st</sup> October 5:00 -7:30pm**

It has been a long time since we have been able to invite parents and carers into school to meet teachers about their child(ren) and I would like to invite you to attend our “Meet the Form Tutor Evening” on **Thursday 21<sup>st</sup> October at Queensbridge School**. This is an important evening and provides you with an opportunity to meet your child’s form tutor. It will give you a chance to discuss how your child has settled into the new academic year and to discuss any questions or concerns you may have about your child and their learning at Queensbridge.

All bookings will be made using “SchoolCloud”, which is an easy to use online appointment booking system. This allows you to choose your own appointment time and you will receive an email confirming your appointment time.

Appointments can be made using “SchoolCloud” from **Monday 11<sup>th</sup> October at 9:00am** and will close on Thursday 21<sup>st</sup> October at 4pm. You will have a single 5 minute meeting with your child’s form tutor.

Please visit <https://queensbridge.schoolcloud.co.uk/> book your appointments.  
(A short guide on how to add appointments is attached with this letter.)

Login with the following information:

Student’s First Name  
Student’s Surname  
Date of Birth

The system will only allow **one** user to book appointments therefore; this invite has been sent to one parental contact on SIMS. If you are unable to log in, please contact school to confirm the contact details that we hold in school for you.

If you do not have access to the internet, please contact the school office.

Yours sincerely

H Reeves  
**Headteacher**