



06 November 2023

Dear Parent/Guardian

Virtual Year 7 Meet the Tutor Evening Thursday 30 November 2023 – Online Appointment Booking

I would like to invite you to attend our **Meet the Tutor Evening Thursday 30 November 2023**, 4:00pm -7:00pm. The event will give you the opportunity to meet (albeit virtually!) your child's tutor. The discussion will centre around your child's transition into secondary school, with a focus on progress and behaviour. It would be beneficial for your child to be present during the meeting.

7A – Mrs Priest
7B – Mr Groves
7C – Mr McEvoy
7D – Mr Spicer

The school uses SchoolCloud as our online appointment booking system. This allows you to choose your own appointment times and you will receive an email confirming your appointments.

You will receive an automatic reminder email 1 hour before your appointment which contains a link to access the system.

Please visit <https://chilternedge.schoolcloud.co.uk/> to book your appointments. Booking will close at 7pm Wednesday 29 November 2023. (A short guide on how to add appointments is available on our website.)

Schoolcloud allows a second parent/guardian to join your video call. Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. You will then be presented with a box asking for the details of the parent/guardian to be given access.

If there is more than one student linked to you and involved in the evening, they will all be shown.

Login with the following information:

Your Details

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2010"/>

The names you use are those you gave us when you joined the school and are on our School Management Information System.

If you do not have access to the internet or have problems logging in, please contact the school office who will be happy to help add appointments.

Please note The following web browsers are supported for making video calls:

- iPhone/iPad: Safari, Chrome
- Android: Chrome, Firefox or the Samsung Browser
- Windows: Chrome, Firefox or Microsoft Edge
- Mac: Safari, Chrome or Firefox
- Linux: Chrome or Firefox

Please check you are using a compatible browser before the evening.

We look forward to “seeing” you there.

Yours sincerely



Miss S Cheeseman
Head of Year 7