



04 December 2025

Dear Parent/Carer

## **Virtual Year 7 Meet the Tutor Evening Monday 15 December 2025 – Online Appointment Booking**

I would like to invite you to attend our **Meet the Tutor Evening on Monday 15 December 2025, 3:30pm – 5:00pm**. 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 to get their perspective on the first term at MECE

7A – Mrs Richmond  
7B – Mr Groves  
7C – Miss Flett

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 open at 7pm Thursday 04 December will close at 3pm on Monday 15 December 2025. (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

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

### Student's Details

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

**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.

**In order to make video calls you need to have as a minimum:**

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
  - **iPhone/iPad:** Safari, Chrome
  - **Android:** Chrome, Firefox or the Samsung Browser
  - **Windows:** Chrome, Firefox or Microsoft Edge (Chromium - [download here](#))
  - **Mac:** Safari, Chrome or Firefox
  - **Linux:** Chrome or Firefox

**We also recommend:**

- Using your smartphone for video appointments. If you don't have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

We look forward to “seeing” you there.

Yours sincerely



Mrs Haycock  
Head of Year 7

