



5th February 2021

Dear Parent/Carer,

**YEAR 12 PARENTS' EVENING 24TH AND 25TH FEBRUARY
ONLINE APPOINTMENT BOOKING**

I would like to invite you to attend our Year 12 Parents' Evening on Wednesday 24th February and Thursday 25th February 2021. This is an important evening and provides you with an opportunity to meet with your child's subject teachers online to discuss their progress since September.

The school has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment times with subject teachers and you will receive an email confirming your appointments. The appointments available are between 3pm and 5pm on the 24th and 25th February.

You will be able to schedule your appointments using the link below by midday on 17th February. If an appointment is not scheduled by this date, you will be assigned a date and time.

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

- Student's First Name:
- Student's Surname:
- Student's Date of Birth:

You will need to book appointments with all members of subject staff identified for you on this website. For some students this will also include a member of the Sixth Form Team in addition to your subject teachers. If this is not the case for you but you wish to speak to a member of the Sixth Form Team as well as your child's subject teachers, please contact the school separately.

On the day of your appointments, please log in at the appropriate times, again using the link above. Your appointments will begin automatically.

If you have difficulty accessing the platform, please contact the IT Department on ext. 2143 or by email at enquiries@cardinalpole.co.uk who will be happy to add appointments on your behalf.

Thank you for your continued support.

Yours sincerely,

Mr T Read
Assistant Headteacher - Head of Sixth Form