



24<sup>th</sup> February 2021

Dear Parent/Carer,

**YEAR 7 PARENTS' EVENING 24<sup>th</sup> AND 25<sup>th</sup> MARCH 2020  
ONLINE APPOINTMENT BOOKING**

I would like to invite you to attend our Year 7 Parents' Evening on Wednesday 24<sup>th</sup> March and Thursday 25<sup>th</sup> March 2021. This is an important evening and provides you with an opportunity to meet with your child's Form Tutor 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 time with the Form Tutor and you will receive an email confirming your appointment. Appointments are available between 3pm and 5pm on the 24<sup>th</sup> and 25<sup>th</sup> March.

Please schedule your appointment using the link below by midday on 18<sup>th</sup> March. 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 appointment. 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:

On the day of your appointment, please log in at the appropriate time, again using the link above. Your appointment will begin automatically so please ensure that you are prompt.

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

Thank you for your continued support.

Yours sincerely,

Mr A English  
**Deputy Headteacher – Assessment & Curriculum**