



**Queen Katharine
Academy**



Head of School: Miss Jane Driver

Queen Katharine Academy

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30 September 2022

Dear Parent/Carer

RE: Tutor Evening – Thursday 13th October: 3.30pm – 6.30pm

I would like to invite you to attend our Tutor Evening on Thursday 13th October between 3.30 and 6.30pm. The evening will be held in the Academy.

This is an opportunity for you to meet with your child's tutor to discuss your child's attitude to learning so far this year and to see how well they have settled in to the new academic year. This will also be an opportunity to discuss with us any concerns you may have at this point in the year.

This year's event will be a face-to-face one but appointments will be made through an easy to use online appointment booking system. This allows you to choose your own appointment time with your child's tutor and you will receive an email confirming your appointment.

We require you to make an appointment with your child's tutor only. Appointments will be 6 minutes in duration to allow us to fit in all parents. Appointments can be made from midday on Monday 3 October and will close at 2.30pm on Thursday 13 October. Should you wish to make any changes after this time please contact data@qka.education.

Please visit <https://queenkatharine.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter). Complete the log in page with the required information (this should be the exact information we have for you on the school system) and this will take you to the page on which you can select the Parent's evening date and proceed to make your appointment. This can be made manually or you can give permission for the system to make your appointment on your behalf.

If you do not have access to the internet, please contact data@qka.education who can make the appointment for you.

Yours sincerely

**Ms V Giaquinto
Vice Principal**