



12 January 2023

Dear Parent/Carer

Year 11 Subject Evening – Thursday 26 January - Appointment Booking

We are pleased to invite you to the Year 11 Subject Evening on Thursday 26 January between 3.30pm and 7.00pm at Queen Katharine Academy. The purpose of the evening is for you to discuss the progress your child is making with his/her/their subject teachers. We would encourage you to attend this event so that you can fully support your child's learning and progress towards their exams in the summer. If you unable to attend, we would encourage students to attend alone.

Although the evening will be held face-to-face in the Academy, we will be using the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **1200 on Monday 16 January** and will close at 1500 on Thursday 26 January. Should you wish to make any changes after this time please contact data@qka.education. Please use this contact email to report any problems you are having with the system. We will continue to send reminders to you up to the day of the evening if you do not make appointments.

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 must match the information we hold on the school system) and this will take you to the page on which you can select the Subject evening date and proceed to make your appointments. These can be made manually or you can give permission for the system to make all your appointments on your behalf.

If you do not have access to the internet, please contact data@qka.education who will make the appointments on your behalf.

Yours sincerely

A Bowles

Mrs A Bowles
Year 11 Progress Leader