

28 September 2023

Dear Parent/Carer

RE: Tutor Evening – Thursday 12th October: 3.30pm – 6.30pm

I would like to invite you to attend our Tutor Evening on Thursday 12th October between 3.30 and 6.30pm.

This is an opportunity for you to meet with your child's tutor to discuss their 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. Please bring your child with you to the appointment so that they can be fully involved in the meeting. Your appointment will be 6 minutes in duration, however, members of the Year 7 progress team and the Senior Leadership Team will also be in attendance during the evening if you wish to discuss any other issues.

The evening will be a face-to-face event 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.

Appointments can be made from midday on Monday 2 October and will close at 3.00pm on Thursday 12 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 appointment. (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 will make the appointment for you.

Please ensure you arrive at least 10 minutes before your appointment to allow us time to sign you in and to share paperwork with you on your arrival.

We look forward to seeing you on the 12 October.

Yours sincerely

Mrs Amy Bowles
Year 7 Progress Leader