

19 April 2021

Dear Parent/Carer

**Year 7 Subject Evening – Thursday 29 April- Online Appointment Booking**

I am pleased to invite you to the Year 7 Subject Evening on Thursday 29 April between 3.30 pm and 6.30 pm. The purpose of the evening is for you to discuss the progress your child has made with his/her subject teachers. This is especially important given that students have begun new courses in September.

Due to Covid -19 restrictions the evening will be held virtually using a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We welcome any feedback you have of the system after the event.

Appointments can be made from 1200 on Tuesday 20 April and will close at 1530 on Thursday 29 April. Should you wish to make any changes after this date please contact [data@qka.education](mailto: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 (please ensure this is exactly the information we hold in school) 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 or have any problems making appointments, please contact [data@qka.education](mailto:data@qka.education) who will be happy to add appointments on your behalf.

Yours sincerely

Mrs M Stapleton  
Year 7 Progress Leader

Mrs Kirsty Cleworth  
Assistant Principal – Raising Standards