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Alan Salt Principal

KING EDWARD VI
COMMUNITY COLLEGE

January 2023

Dear Parent/Carer

Ref: Year 12 & 13 Subject Evening.

You are invited to make appointments for the school's next Year 12 & 13 Subject Evening. Meetings with parents/carers this year will be **held online by video meetings** rather than in-person at the college.

The next Year 12 & 13 Subject Evening will be held on **Thursday 26th January 2023 from 4:00 pm - 7:00 pm.**

The evening is open to all Year 12 & 13 parents and carers to discuss your child's progress.
To make your booking, please follow the guidance below:

Parents can login into https://kingedwardvicommunitycollege.schoolcloud.co.uk/ using their personal and child details.

This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The system is now **LIVE** and will be open to take your bookings from today until **Thursday 26th January 2023 at 3:30 pm**.

Once you have logged in, you will be asked to make an appointment with your child's tutor.
The available times will be displayed.

Support and Guidance
On the website, we have built a page for the online booking system. On this page, we have put a link to the booking website, step by step instructions, and video tutorials.

This is the link to the on-line tutorial: https://www.youtube.com/watch?v=e-XIdCzPUgs

Troubleshooting Tips

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname for example, it will not have been changed on our system unless we have been informed.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parents'' Booking Page to swap between your children. This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.
- **Any teacher who is not listed on the booking system is not available for this subject evening**.
  This may be because of staff illness or unavailability on this date.
  Please email the member of staff for individual feedback on your child's progress.

If you are unable to book at home, please call the reception between now and **Thursday 26th January 2023 at 3:30pm**. and a member of staff will help you.

If you are unable to access the Year 12 & 13 Subject Evening due to technical issues or lack of appropriate equipment, then you can email or phone the college. The subject specific teacher will make contact with you for individual feedback on your child's progress.

Yours sincerely,

Keith Price
Faculty Leader Mathematics & Computing