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@KEVICC

Principal Alan Salt

November 2023

Dear Parent/Carer

## **Ref: Years 12 and 13 Academic Tutoring Evening – Wednesday 15th November 2023**

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

The next Years 12 and 13 Academic Tutoring Evening will be held on **Wednesday 15th November 2023** from **4:00 pm - 7:00 pm**.

The evening is open to all Years 12 and 13 parents/carers to discuss your child's progress and induction into the college. 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 **Wednesday 15th November 2023 at 3:00 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.
- **Any teacher who is not listed on the booking system is not available for this academic tutoring 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 and induction.

If you are unable to book at home, please call the reception between now and **Wednesday 15th November 2023 at 3:00 pm.** and a member of staff will help you.

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

Thank you for your continued support.

Yours sincerely,

Keith Price  
Faculty Leader Mathematics & Computing