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Headteacher:  
Miss K Morris



**Biddick**  
Academy

21<sup>st</sup> September 2021

Dear Parent/Carer,

**Year 7 "Settling In" Evening – Monday 27<sup>th</sup> September 2021 - 4.00pm – 6.15pm**

We would like to invite you to make an appointment to see your child's Form Tutor by using our online system called School Cloud. The evening is an opportunity for you to discuss how your child is settling in at Biddick Academy and discuss any concerns that you may have.

**Booking your appointment**

- School Cloud is an easy to use online appointment booking system which allows you to select a suitable and convenient appointment time.
- You will be able to book an appointment to either attend in-person at Biddick Academy or join the meeting virtually by video call. You will have the option to choose your preferred option when making the booking via School Cloud.
- The appointments will be limited to 5 minutes each so that we are able to see as many parents as possible.
- Once you book your appointment you will receive a confirmation email.

**Key information for video appointments**

- You can only join your meeting when it is your allotted time.
- Meetings can be accessed via any device with a camera and speaker – phone, laptop, tablet, desktop PC. There is no need to download any software or an app etc. However, we do recommend you use a smartphone if possible.
- Once you have made your video appointment booking, you will have an option to invite another person (who will be in a different location to you) to join the video appointment with you.
- For confidentiality and safeguarding reasons, meetings must not be recorded.
- We would encourage your child to attend with you.

A guide on how to make an appointment and how to join your appointment by video is enclosed with this letter. Please do not hesitate to contact Miss Sparks with any School Cloud log on queries on 0191 5111600 or [sparks.j@biddickacademy.com](mailto:sparks.j@biddickacademy.com).

We are here to support and advise you, therefore if you have any queries regarding the parents' evening please do not hesitate to contact me at [knowles.j@biddickacademy.com](mailto:knowles.j@biddickacademy.com).

Yours faithfully,

Mr J. Knowles  
Assistant Headteacher