



Dear Parent/Carer,

24th April 2023

RE: Year 11 Parents' Evening Wednesday 3rd May

On Wednesday 3rd May, we are holding our rearranged Year 11 Parents' Evening in the build up to the exam season. **We appreciate this rearranged evening may come with shorter than usual notice so we have therefore made the decision to hold this evening virtually to make it as accessible as possible for everyone to attend.** Virtual appointments are booked and accessed through using your usual booking details. You can access your virtual appointments using any desktop or mobile device, such as phone or tablet, which uses a camera and microphone. The purpose of this evening is to enable your child's teachers to share information with you regarding their progress and development before final examinations.

Our online booking system removes the need for students to book appointments on parents/carers behalf and ensures that parents/carers can remain in control and manage their own appointments. On the reverse of this letter is a simple step by step guide on how to book your child's appointments.

The evening will start from **4:45pm** and finish at **6:30pm**. From experience, we know that good communication between parents and teachers is vital in ensuring every student achieves their potential. If you are, for any reason, unable to attend then we would ask that you still log on as explained on the reverse of this letter and tick the box 'unable to attend' and select the most appropriate reason from the drop down menu.

There is also opportunity to book with the SEND Co-ordinator, STEPS manager if you wish to do so regarding any matters with your child in the build up to exams.

We look forward to seeing you on Wednesday 3rd May

Yours sincerely

Mrs K Field
Progress Lead Year 11

George Salter Academy Principal

Mr Adrian Price E: principal@georgesalter.com

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George Salter Academy

Davey Road, West Bromwich, West Midlands B70 9UW

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Appointment booking process



To book appointments you will need to follow the instructions below:

1. Log on to GSA school cloud using the following address <https://georgesalter.schoolcloud.co.uk/>
2. Confirm your name and your child's name, including date of birth. This will verify your details against our system. If the details used do not match our records you will not be able to log on and will need to contact the academy. We recommend including an email address as this will allow us to send a copy of your schedule directly to you.
3. Once logged on, select the required parents evening date.
4. You will have the option to book appointments automatically based on a time frame you select or you may opt to book your appointments manually.

Please note:

- You may leave a message for a teacher to inform them of a specific topic you would like to discuss
- Our appointments are 5 minutes long so please be aware a teacher may need to end an appointment in order to maintain their schedule for the evening. However, teachers are able to follow up appointments with calls home to discuss further if required
- Appointments are based on a first come served basis so we recommend booking early.

If you are unable to book appointments due to lack of access please complete the slip below:

Student's Name **Tutor Group**

I am happy for appointments to be booked on my behalf YES / NO

A copy of your appointment schedule will be handed to your child to return home

Signed **Date**

George Salter Academy Principal

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