



LTR/RHT

26<sup>th</sup> April 2021

Dear Parent/Carer

**RE: Year 7 Tutor Evening - Tuesday 4<sup>th</sup> May**

Following the arrival of the new Leadership Team, we have been working hard to get systems in place to enable us to offer online parents' evenings. We are pleased to confirm that this is now completed and we thank parents/carers for their patience whilst we have got systems up and running.

On **Tuesday 4<sup>th</sup> May** we will be hosting our Year 7 Tutor Evening. This will be the first pilot of the new system, and whilst we are not expecting any issues, feedback from your experience of using the system is welcome.

In order to ensure everyone's continued safety, parents' evenings for the rest of this academic year will be held virtually using new software, School Cloud Parents' Evening, to book and host the online Parents' events.

At home, you will need an electronic device with camera and microphone capabilities (such as a laptop, tablet or smartphone) alongside a broadband connection to mobile telephone with data.

Please note that each appointment is 5 minutes long and the software will end this once the timer reaches zero. This is important as it ensures that all students and their families have an opportunity to discuss how well they have settled into life in the academy. If anything becomes unclear throughout the event which requires more than this length of time to discuss, please arrange with the teacher another opportunity to discuss further.

Prior to the 4<sup>th</sup> May, you will be required to book your appointment with your child's form tutor.

You can book these appointments by clicking this direct link:

<https://suttonacademy.schoolcloud.co.uk/>

[For help and support on how to use the system please find instructions and a video tutorial here.](#)

The booking system will **open at 9.00am on Tuesday 27<sup>th</sup> April**, and will **close at 4.00pm on Sunday 2<sup>nd</sup> May**.

Prior to your appointment on the day, you will need to have returned to the link for your appointment. When you log in, your appointment will be available for you to access at the pre-booked time.

Should you have any problems booking your appointments via the booking systems, please contact our admin team who will be able to support with the booking of your appointments.

Many thanks for your ongoing support.

Mr L Taylor  
Assistant Principal