

17 June 2024

Dear Parent/Carer,

**RE: Online Tutor Evening – Online Appointment Booking**

I would like to invite you to attend our Online Tutor Evening on Monday 8th July 2024 and Wednesday 10th July 2024.

This year we are giving parents and carers the opportunity to meet with your child's Form Tutor to ask any questions or raise concerns. We are hopeful you will be able to develop a further positive relationship with your child's tutor. It would be useful for students to be present during tutor evening appointments. **This evening will replace the tutor reports which have been sent in previous years.**

The Online Tutor Evening will be held via video call and you will be able to book an appointment on either Monday 8th July or Wednesday 10th July 2024. This will depend upon the tutor's availability.

Appointments can be made now and the appointment booking system will close on Monday 8th July 2024 at 9am.

Please visit <https://farlingaye.schoolcloud.co.uk/> or, if you have already downloaded our School Gateway app, please follow the Parents Evening link. This allows you to choose your own appointment time with the Form Tutor and you will receive an email confirming your appointment.

If you experience any problems logging on, please contact Mrs Newman or email [datateam@farlingaye.suffolk.sch.uk](mailto:datateam@farlingaye.suffolk.sch.uk)

Due to technical reasons only those parents and carers who are listed on our SIMS system as Priority 1 contact can make bookings via the online booking system. To log in, you will need to enter:

Parent/Carer Title  
Parent/Carer Forename  
Parent/Carer Surname  
Parent/Carer email address  
Student First Name  
Student Surname  
Student Date of Birth

### **Inviting additional parents to participate**

At Farlingaye, we recognise that it is very important that all those with parental responsibility for students are treated equally, and therefore that anyone with parental responsibility is given the opportunity to attend Consultation Evenings and discuss how their child is progressing. Each video call can now involve up to 2 parents/guardians, including any non-resident parents. After the parent makes their booking, they should click the *'Invite Parent/Guardian' button*, then enter the email address of the additional parent/guardian. This sends an invite that grants access to the call. The additional parent can then click on the link in the email to join the appointments. Full details of how this works can be found at the foot of the parent guide.

In order to make video calls you will need to have a device with a microphone and speaker and a compatible web browser, and you may find that your smartphone will provide you with the easiest and most effective combination of these elements. However, if you don't have a front-facing camera, you should use a laptop or computer with a webcam. If you do not have the facility to video call, you will be able to turn the video option off and have a conversation with the teacher.

I hope that these instructions will be helpful to you. For further information on how to attend appointments over video call, please click on the [Parent Guide](#).

Yours sincerely,

**Mr P Smith**  
Headteacher