

18 January 2024

Dear Parent/Carer,

RE: Year 11 Parents' and Carers' Consultation Evening – Online Appointment Booking

We would like to invite you to attend our Parents' and Carers' Consultation Evening on Thursday 8th February 2024 from 4.30pm to 7pm, to discuss your son's/daughter's progress with their subject staff. This is a crucial time for year 11 and we want to ensure that we are doing all we can to support them to exceed the potential they have in what is an important year. The Consultation Evening will therefore be held in school and we are looking forward to meet you in person.

Appointments can be made on Monday 29th January 2024 from 7pm via the online appointment booking system, 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 times with teachers and you will receive an email confirming your appointments. You can book appointments using a PC/laptop, mobile phone or tablet. However we recommend using a PC/laptop if possible to make bookings, as this allows you to see all the teacher availability on one screen.

The appointment booking system will close at 9am on 7th February 2024. If you experience any problems logging on please refer to the attached Parents' Guide in the first instance. Should you wish to make any changes after this date or if you have any queries, please contact Mrs Newman in the Data Office or via email inewman@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

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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. We do recommend that, where possible, separated parents attend the evening together, accompanied by their child. However, I completely understand that this is not appropriate in all cases. If this is not suitable, please do not hesitate to contact Miss Enright, the Head of Year 11 and she will be able to discuss alternative arrangements for you.

Yours sincerely,

Mr P Smith
Headteacher