

21 November 2024

Dear Parent/Carer,

RE: Year 7 Parents' and Carers' Consultation Evening – Online Appointment Booking

We would like to invite you to attend our Parents' and Carers' Consultation Evening on Wednesday **11th December 2024**, 4.30pm – 7.00pm, to discuss your son's/daughter's progress with their subject staff. The Consultation Evening will be held in school and we are looking forward to meet you in person.

Appointments can be made from 7pm on Wednesday 27th November 2024 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 10th December 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.

In order to accommodate as many parents as possible we have initially limited the number of appointments you can make to 8. We also need to restrict the booking to 1 appointment per student per subject.

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

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 7 and she will be able to discuss alternative arrangements for you.

Yours sincerely,

Mr P Smith
Headteacher