

4th October 2022

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## Year 7 Settling in Evening - Online Appointment Booking

Dear Parent/Carer,

I would like to invite you to attend our Year 7 Settling in Evening on **Tuesday 18th October 2022**, from 5.00pm to 7:30pm.

This is an opportunity for parents and carers of Year 7 students to meet with their child's Form Tutor in person to discuss how their child has settled in at Farlingaye. There will be another virtual evening in April 2023 that will give you the opportunity to make video appointments with individual subject teachers.

The school uses an online appointment booking system. This allows you to choose your own appointment time with the Form Tutor and you will receive an email confirming your appointment. We are opening bookings at 7pm however this does mean that we will not be able to reply to any queries until the following day. If you experience any problems logging on please refer to the attached Parent's guide in the first instance.

The appointment booking system will open at 7pm on Tuesday 11th October 2022 and will close at 8am on 18th October 2022.

Please visit <https://farlingaye.schoolcloud.co.uk> to book your appointments or if you already downloaded our School Gateway app, please follow the parents evening link.

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. You will need to log in with the following information:

Parent's/Carer's Title  
Parent's/Carer's Forename  
Parent's/Carer's Surname  
Parent's/Carer's email address  
Student's First Name  
Student's Surname  
Date of Birth (*This will be your child's date of birth*)

If you do not have access to the internet, experience any difficulties accessing the online booking system or need any help making bookings please contact Mrs Newman in the school office, who will be happy to add appointments on your behalf.

Dr Sievewright, Mr Read and other members of the leadership team will be available to speak to on the night

Yours sincerely

*P Mardle*

Miss P Mardle  
Head of Year 7