

20 October 2025

Dear Parent/Carer,

### **Year 7 Virtual Settling In Evening – Online Appointment Booking**

I would like to invite you to attend our Year 7 Settling In Evening, which will take place online via video call on **Tuesday 4<sup>th</sup> November** from 4:30pm to 7:00pm, using our Parents Evening Booking System.

This is an opportunity for parents and carers of Year 7 students to meet with their child's Form Tutor to discuss how their child has settled in at Farlingaye. There will be another evening in March 2026 that will give you the opportunity to make appointments with individual subject teachers.

The online appointment booking system will open at 7pm on Tuesday 21<sup>st</sup> October 2025. Please visit <https://farlingaye.schoolcloud.co.uk> to book your appointment or if you already downloaded our School Gateway app, please follow the parents evening link.

Details on how to access your video call appointment with the link will be provided in a reminder email sent one day before the evening.

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/Carer Title

Parent/Carer Forename

Parent/Carer Surname

Parent/Carer email address

Student First Name

Student Surname

Student Date of Birth

Farlingaye High School, Ransom Road, Woodbridge, Suffolk IP12 4JX | Tel: 01394 385720 | [mail@farlingaye.suffolk.sch.uk](mailto:mail@farlingaye.suffolk.sch.uk)



## **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 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.

If you experience any problems logging on, please refer to the attached Parents' Guide in the first instance. For any queries, please contact Mrs Newman in the Data Office or via email [inewman@farlingaye.suffolk.sch.uk](mailto:inewman@farlingaye.suffolk.sch.uk).

Yours sincerely,

*T Read*

Mr T Read  
Assistant Headteacher  
Lower School Coordinator