



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

Dear Parent / Guardian

Year 7 'Meet the Tutor' Evening

Thursday, 28 September 2023 – Online Appointment Booking

I would like to invite you to attend 'Meet the Tutor' Evening on Thursday, 28 September 2023. This is an evening to provide you with an opportunity to meet your child's Year 7 Tutor

We will be hosting this via School Cloud, which you can access through the school website. **The Evening will be open for bookings on Friday, 22 September from Midday.** Please make sure to book your appointment online in good time; you will not be able to book appointments after 28th September 2023 at Midday as we need to allow ourselves time for administration.

To access the system, you can use this link: <https://priorycofeschool.schoolcloud.co.uk/>

If you don't use the link, please go to the School Website, click on the 'Parents' tab, 'External links', then 'School Cloud';



I have included the parent's guide for booking appointments (this also has the address at the top to access the system), please follow this carefully as it will help you to book your appointments with your son or daughter's tutors.

The information you need to log onto the system is how we have your details on our system. If you or your child have different versions of your/their name, such as Josh and Joshua, it will be the name we use on our system. If the system says it doesn't recognise you, it will very likely be the name.

It is important for you to know that the appointment slot for each tutor is 5 minutes long. The tutor has no ability to extend these sessions; a timer will become visible throughout your meeting, counting your time down and the programme will automatically cut the session. We would encourage you to have your child with you for the session.

If you wish to access more support before your appointment, then please follow the link below where useful video tutorials will help.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please contact Mrs Chart either by email kct@priorycofe.com or by telephone 01306 878796 if you have any problems using the booking system.

Yours sincerely,

Miss Jane Roach
Head of Year 7

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