



THE PRIORY SCHOOL

D O R K I N G

Headteacher: Mrs J Trimnell

December 2024

Dear Parent / Guardian

Year 11 Parents' Evening

Thursday 23 January 2025 – Online Appointment Booking

I would like to invite you to attend Parents' Evening on Thursday, 23 January 2025. This is an important evening and provides you with an opportunity to find out how your child is progressing in year 11 and to discuss their report and the results from their recent mocks.

This is an academic parents evening to discuss progress with subject specialist teachers. We remind you to contact your child's tutor if and when there are any pastoral concerns.

We will be hosting this via School Cloud, which you can access through the school website. **The Parents' Evening will be open for bookings on Monday 16th December from 4:00pm.** Please make sure to book your appointments online in good time; you will not be able to book appointments after 12:00am on Monday, 18 January 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, please follow this carefully as it will help you to book your appointments with your son or daughter's teachers. It is important for you to know that the appointment slot for each teacher is 5 minutes and you have a maximum of 12 appointments available. The teacher has no ability to extend these sessions; a timer is visible throughout the appointment, counting your time down and the programme will automatically cut the session. We would encourage you to have your child with you for the sessions.

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/category/823-video-parents-evenings>

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,

Mr C Joy
Head of Year 11

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