THE PRIORY SCHOOL
D O R K I N G
Headteacher: Mrs J Trimnell

February 2025

Dear Parent / Guardian

Year 7 Parents' Evening - Online Appointment Booking

Thursday 6th March 2025 – for 7A1, 7A2 and boys of 7A3

Thursday 13th March 2025 – For 7B1, 7B2 and girls of 7A3

I would like to invite you to attend Parents' Evening. This is an important evening and provides you with an opportunity to find out how your child is progressing in year 7.

We will be hosting this via School Cloud, which you can access through the school website. **The Parents' Evening will open for booking at 4pm on Monday, 10h February.** Please make sure to book your appointments online in good time; you will not be able to book appointments after Midday on the day of the appointment 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';

schoolcloud

I have included the parent's guide for booking appointments (this also has a link at the top to access the system), please follow this carefully as it will help you to book your appointments with your child's teachers. It is important for you to know that the appointment slot for each tutor is **5 minutes** and you have up to **12 appointment slots available**. The tutor has no ability to extend these sessions; a timer will become visible towards the end, 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 email kct@priorycofe.com if you have any problems using the booking system.

Yours sincerely,

Mrs C Lister
Head of Year 7