

October 2022

Dear Parent(s)/Carer(s),

Year 7 Parents Evening (Form Tutors only) – Thursday 3rd November 4-6.30pm

I have the pleasure in inviting you into school to meet with your son/daughter's Form Tutor on Thursday 3rd November. The evening will run between 4pm and 6.30pm. This will be an excellent opportunity for you to discuss with your son/daughter's Form Tutor how they have settled into life here at Chase Terrace Academy and give you a chance to ask any questions you might have. There is a second Parents Evening later in the year where you will have the opportunity to speak to subject teachers.

As part of the evening, there will also be a brief information session to provide further details about your child's learning at Chase Terrace Academy. A session will run at 4.30pm, it will then be repeated at 5.30pm. If you wish to attend, you are welcome to come along to whichever session is at the most suitable time.

The school uses an online appointment booking system for parent's evenings. This system allows you to book your own appointments with your child's form tutor at a time that suits you. You will receive an email confirming your appointment.

Appointment times will be strictly adhered to so that we can ensure all parents and carers are able to be seen. You can make an appointment to discuss matters of concern or for support with the SENCO, Head of Year or Student Support Officer if necessary.

The booking system will be made available to parents/carers from 8am Friday 21st October and will close on Tuesday 1st November 2022 at 4pm. Our new system accepts bookings on a first come first served basis.

Please visit <https://chaseterraceacademy.schoolcloud.co.uk> to book your appointment. A link is on our website via the ICT services section. (A short guide on how to use this system is attached).

If you do not have access to the internet please contact the year office or if you have any issues logging on to make your appointments. Issues logging in usually occur when the information we have on our system doesn't match what you are typing in however our information is easily updated by a phone call to the Year Office.

We look forward to meeting with you.

Yours faithfully,
Mr D Meek
Head of Year 7