

11<sup>th</sup> October 2021



Dear Parent/Carer,

**RE: Year 7 Virtual Settling In Parents' Evening on Monday 18<sup>th</sup> October 2021  
3:30 – 6:00 pm Online Appointment Booking**

I would like to invite you to attend our Year 7 Virtual Settling In Parents' Evening on Monday 18<sup>th</sup> October. This event will give you the opportunity to meet with your child's form tutor to discuss how well they are settling in to school life at St Michael's and alleviate any issues or concerns you may have about the transition to secondary school.

Due to current COVID restrictions, the school has introduced a new, easy-to-use online appointment booking system. This allows you to choose your own appointment time with the form tutor and you will receive an email confirming this. The appointment will last for 5 minutes; the system automatically ends when the time is up.

Appointments can be made from Wednesday 13<sup>th</sup> October at 10 am and will close at 10 am on Monday 18<sup>th</sup> October. Please visit <https://stmichaelschurchofengland.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments can be found here: <https://st-michaels.sandwell.sch.uk/parent-guide-3/>. We have also added a video to support you and the link can be found on the parent page on the school website or <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>. When logging in, you will need to include your name, the email address you have registered with us, your child's name and date of birth.

Should you have any queries, please contact the school on 0121 561 6881.

Yours faithfully,



Mr Howden  
Head of Year 7