



3rd December 2020

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Dear Parent/Carer

Y13 Parents' Evening Thursday 10th December - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Thursday 10th December from 2.30-6.00pm. This is an important evening at this stage in the academic year and provides you with an opportunity to discuss progress and next steps. All appointments will last 10 minutes and cannot be extended, once the time is up you will be cut off, a countdown will be on the top of the screen.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 4th December at 9am and will close on Thursday 10th December at 10am. Should you wish to make any changes after this date please contact the school office on admin@queensbury.anthemtrust.uk.

Please visit <https://queensburyacademydunstable.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name, Surname and Date of Birth – these details must be the same as the information we hold on our system.

Your details will need to be entered, the email address you supply is for you to receive confirmation of your appointments and does not need to match any information we hold.

Unfortunately, Art and Business Studies are unable to attend the event. The Art department will call parents directly. If you require an update from Business Studies please contact lhunton@queensbury.anthemtrust.uk.

Please book appointments for Geography with Miss Hudd, Head of Department, as she will be attending on behalf of Mrs Lysak. You can book appointments with the Head of Sixth form, Mrs Sides. Her appointments are for 20 minutes.

Reports will be on Edulink, before the end of the week, for you to review before your meeting. You will need to login with your parent details. If you have any concerns or queries, please contact the office on admin@queensbury.anthemtrust.uk.

Yours faithfully,

Hannah Sides

Director of Sixth Form

