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OUR LADY & ST. BEDE
CATHOLIC ACADEMY

Head Teacher: M Wilkinson
CEO: Dame M Regan DBE OBE, DL
M.Ed., B.Ed (Hons), FCIEA, CEA
Deputy CEO: M Shorten M.Ed., BA (Hons)
Chair of Directors: M Matthews B.Ed, NPQH

24th September 2021

Dear Parent/Carer,

Year 7 Parent Introduction Evening: Wednesday 29th September 3.30 pm -6 pm

It has been a pleasure to welcome our Year 7 pupils to Our Lady and St Bede and wonderful to see how they are settling in so well to school life. Many of them are already attending our diverse range of enrichment clubs before school, at lunchtime and after school.

To further support you and your child's transition to our school, there will be the opportunity to speak to your child's form teacher about how they are settling into school on Wednesday 29th September 3.30 pm-6.00 pm.

To book appointments please go to:

<https://ourladystbede.schoolcloud.co.uk/>

To log-in you will be prompted to add your name, email address and the name and date of birth of your child. You will then see a dashboard. Click the date 'Wednesday 29th September' which should say 'Open for Bookings'. Then select 'Manual' to choose your own appointment time, which will allow you to choose the time you would like your appointment. Now, select the green button 'Generate Appointment'. The software will show you available appointments which you can select then click 'Accept Appointments'.

Once you have booked your appointment you will also have the option to add a message to the teacher to let them know beforehand if there is something that you would like to discuss. Following your booking, you will receive confirmation of your appointment to the email address provided when you logged in.

To help maintain social distancing, please arrive 5 minutes before your appointment. When you book an appointment, you are reserving 5 minutes of the tutor's time. If you arrive late, you may not be seen as your appointment slot will have passed and your child's tutor will move on to the next appointment. So, please ensure you arrive 5 minutes before your slot.

We look forward to meeting you.

Yours faithfully,

Mrs A Stephenson
Assistant Headteacher

