



Teesdale School & Sixth Form

Teesdale School and Sixth Form
Prospect Place
Barnard Castle
County Durham
DL12 8HH

01833 638166
office@teesdaleschool.co.uk
www.teesdaleschool.co.uk

5th October 2023

Dear Parent / Carer,

Virtual Meet the Tutor Evening (Years 7 – 11)

I would like to invite you to attend our Meet the Tutor Evening on Thursday 26th October 3.30pm - 6.30pm. This is an important evening and provides you with an opportunity to discuss with your child's tutor their start to this academic year.

Once again, we are going to make use of School Cloud; our online appointment booking system. This allows you to choose your own appointment time with teachers and you will receive an email confirming your appointments. In addition to this, the system allows meetings to take place via video call, which we are using on this occasion whilst also still offering our face-to-face Parents' Evenings later in the academic year.

Appointments can be made from **9am on Monday 23rd October** and will close at **12pm on Thursday 26th October**. Appointment times are pre-set by the system and staff have no control over the start / end time of these appointments and therefore cannot delay, nor lengthen appointments. We would therefore suggest being logged on in plenty of time prior to your appointment in order to test your connection and camera / mic.

Please visit <https://teesdale.schoolcloud.co.uk> to book your appointment. A short guide on how to add appointments is included with this letter and an accompanying video guide can be found at the link below, which will guide you through the process of attending your video appointment. You will be asked to enter your details, in addition to your child's details. Please note, if you have multiple children at the school, you will simply need to enter the details for one child in order to gain access to the system.

<https://vimeo.com/473882995>

Finally, as mentioned above, please note that this is a virtual event and therefore staff will be unavailable for face-to-face appointments.

Yours faithfully

Miss Anna Cleckner
Head of School