



Dear Upper Sixth Form Parents and Guardians,

**Parents' Evening, Wednesday 24 February**

I am writing to invite you to the Upper Sixth Parents' Evening, which is on **Wednesday 24 February from 6.00pm** via a video conferencing platform called SchoolCloud. A guide to using this platform can be found [here](#); further information on adding an additional parent/guardian to the call can be found [here](#). This meeting is for parents/guardians and boys, and the occasion will give you an opportunity to discuss your son's academic progress.

**Appointments can be made by parents (not boys) from 9.00am on Saturday 6 February until 11.00pm on Tuesday 23 February.** Should you wish to make any changes after this time, please contact [Gina Elsby](#) via email.

A short guide on how to add appointments is available [here](#). To book your appointments, please click [here](#). You will need to log in with the following information:

- Son's first name
- Son's surname
- Son's date of birth

Please be aware that some teachers have more than one Upper Sixth Form group, so there are occasionally difficulties booking an appointment. If this is the case, please add your name to the waiting list so that we can make alternative arrangements.

If you have any questions or problems with the system, please contact [Gina Elsby](#).

Given the nature of the evening, all appointments will have to be kept to a maximum of five minutes each. If you require a longer discussion, then please arrange to meet with your son's subject teacher on another occasion. A small number of appointments will also be available earlier in the day for families who are currently in a different time zone; details will follow separately on this.

The Head Master will be speaking briefly to all parents via video. Mr Finch (Director of IB) and Mrs Lincoln (Head of Careers and UCAS) will also be available. Please select the *Add Teacher* option on the booking system to make appointments.

Kind regards,

**Mrs Anna Smith**

Academic Year Head: Sixth Form