



## YEAR 7 & 8 PARENTS/CARERS' IN-PERSON ACADEMIC TUTORIAL MEETING Thursday 22<sup>nd</sup> May - 4:00pm to 6:30pm

May 2025

Dear Parent(s)/Carer(s)

You are invited to attend our Year 7 and 8 Parents/Carers' Tutor Meeting on **Thursday 22<sup>nd</sup> May 2025**. The role of the tutor is central in both caring for students and, crucially, monitoring their progress both academically and socially, encouraging involvement, commitment and high standards of work and behaviour. We know that our tutors are often the first point of contact for you, and this meeting we will give you the opportunity to touch base to discuss your young person's progress this year.

Based on parent/carer feedback throughout the year we have decided that these academic tutorial meetings will be held **in school, face to face**. As well as being able to see the tutors, members of SLT, Heads of House and Deputy Heads of House will also be available.

Bookings of appointments will be administered via our online system: <http://passmores.schoolcloud.co.uk>.

***Although appointments are booked on SchoolCloud, the appointment will take place face to face, in school at Passmores.***

Please note the following important information and instruction steps:

- Appointments are available from **4:00pm to 6:30pm on Thursday 22<sup>nd</sup> May 2025**.
- You can access the site to book and view your appointment now.
- The booking section of the website will close on **Wednesday 21<sup>st</sup> May 2025 at midnight** and will be unavailable for any further bookings.
- You only need to book **one 10-minute appointment**

Guide on '**Booking appointments**' is included as a PDF attachment with the emailed version of this letter. Links to the guide are also available on the school website.

**Logins should be applied with the following information:**

- The system uses 'priority 1 & 2' parents/carers name stored on the school system; therefore, you may need to try either your name or your partner's name. You will need to enter your forename, surname, and email address.
- You will also need to enter the forename, surname, and date of birth of your young person.
- Please note that if you have more than one child in Year 7 or 8 you will need to book appointments separately for each child.
- Should you find that the appointments list of a teacher has become full, you may add a waiting list entry for that teacher on your appointments booking page of the site.

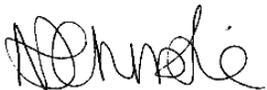
It may be necessary for a few bookings to be altered by the school after closure of the appointments booking window. Any such changes are exceptional, will be kept to a minimum, and an advisory email will automatically be sent to the email address supplied by you to the school.

You will not need to access SchoolCloud for any other purpose than booking your appointment.

Please email [datateam@passmoresacademy.com](mailto:datateam@passmoresacademy.com) if you have any concerns or questions.

We look forward to seeing you in person on **Thursday 22<sup>nd</sup> May 2025**.

Yours faithfully



Natalie Christie  
**Principal of Passmores Academy**