



31 March 2023

Dear Parents and Carers

Re: Year 7 Parents' Evening

I am writing to invite you to the Year 7 parent teacher consultation evening on Thursday 20 April from 4.00pm to 7.00pm. This evening will be an opportunity for Year 7 parents and carers to formally discuss their child's progress.

Following the success of parent teacher consultation evenings being held on School Cloud we will once again be holding the event remotely. Information regarding the system can be found by following this link: <https://stmartins.schoolcloud.co.uk/>

Parents will be able to book appointments from 8.00am on Monday 10 April. Bookings will close on Monday 17 April at 9.00pm.

Full details, with screen shots of how to use this system and book the appointments, are attached as a guide. The online booking system can be used with three different web browsers: Mozilla Firefox, Internet Explorer and Google Chrome.

If you have forgotten your username/access details or are having problems accessing the site, please email the IT department directly at: itsupport@st-martins.essex.sch.uk

As would usually be the case at parents' evening, if you do not manage to gain an appointment with a member of staff you wish to see, we ask that you contact Mrs Glenn, Year 7 Administrator, by email at tglenn@st-martins.essex.sch.uk who will request that you are contacted by those staff within one week of the parents' evening.

The evening is primarily aimed at progress to date and targets for future improvement and is intended for parents and students to attend on camera together.

Yours sincerely

Mr R Durrance
Director of Key Stage 3

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