



## YEAR 10 PARENTS/CARERS' EVENING Thursday 16<sup>th</sup> April 2026, 4pm-7pm

March 2026

Dear Parent(s)/Carer(s)

We are holding a Parents/Carers' Evening for students in Year 10 on **Thursday 16<sup>th</sup> April 2026**. The purpose is to enable you to discuss the work and general progress of your young person with their teachers. Parents/Carers' Evenings are managed and administered via our online system, <http://passmores.schoolcloud.co.uk>. This allows parents/carers to choose and book their own appointments by video link, subject to availability.

For the foreseeable future, Passmores Academy Parents/Carers' Evenings will be held online, with staff, parents/carers and students meeting via remote video appointment.

Please note the following important information and instruction steps:

- Appointments are available from **4pm–7pm on Thursday 16<sup>th</sup> April 2026**.
- You can access the site to book and view your appointments now.
- The booking section of the website will close on **Wednesday 15<sup>th</sup> April at midnight** and will be unavailable for any further bookings.
- Please book **one appointment only** with the same member of staff. The system will be monitored for double appointments by the administrator, and any found reduced to a single slot.
- Guides on '**Booking appointments**' and '**How to attend appointments over video call**' are included as PDF attachments with the emailed version of this letter. Links to the guides will also be made 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 10 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. **Please use your login to print or capture your final appointments list for the evening, so that it includes any exceptional, notified amendments.**

If your young person is taught by two teachers for any of their lessons, you will be offered an appointment with one member of staff only.

It is important to point out that all appointments run to a strict time, and this is controlled by the SchoolCloud system. If you are late for an appointment, then unfortunately it will not be extended and will automatically count down to the scheduled finishing time. This allows for all appointments to run to time. If you do not get an opportunity to cover all the areas that you would like, please email the member of teaching staff directly to arrange a follow up conversation.

Please email the [datateam@passmoresacademy.com](mailto:datateam@passmoresacademy.com) if you have any questions about the evening.

Staff look forward to you joining them online, via video, on **Thursday 16<sup>th</sup> April 2026.**

Yours faithfully



Natalie Christie  
**Principal of Passmores Academy**