



08.09.21

Dear Parent/Carer,

Year 7 Meet the Tutor – Thursday 16th September 4pm-7pm

We would like to invite you to attend our Year 7 meet the tutor evening on Thursday 16th September with appointments available from 4pm-7pm. The purpose of this evening is to provide the opportunity for you to meet your child's form tutor and discuss how your child is settling into their learning and life at the Academy.

To enable this, the Academy has introduced a new easy to use online appointment booking system. This allows you to choose your own appointment time with your child's form tutor, and you will receive an email confirming your appointment. Within the booking system there is the option to select whether you wish to attend the Academy in person or book a video call appointment. If you wish to attend in person with your child, please ensure you are wearing a face mask to support the COVID protocols that we have in place within the Academy. Each appointment is 7 minutes long to enable form tutors to meet with as many parents/carers as possible, both in person and virtually.

Appointments can be made from Thursday 9th September at 9am and will close on Wednesday 15th September at 7pm. Video call appointments can be booked between 4pm-5pm and in person appointment between 5pm-7pm only. Should you wish to make any changes after this date please contact the school office. Please visit <https://cityacademynorwich.schoolcloud.co.uk> to book your appointments.

If you are unable to make appointments or have a technical issue you should contact your child's form tutor directly to arrange a phone call. All form tutor email addresses are available on the Academy website.

Yours sincerely,

Mr P Collin
Headteacher