

20th September 2021

Dear Parent/Carer

We are holding our **Year 7** Meet the Tutor Evening on Thursday 7th October between 5pm and 7pm. This is an opportunity for you to meet your child's Form Tutor to discuss how your child is settling into the academy. Our Director of SEND (Mrs Jawanda) will also be available for you to book appointments with if you have SEND specific enquires.

In order to book appointments with tutors/Mrs Jawanda, you will use the electronic booking system. The instructions for this can be found below:

1. Please go to www.parents-booking.co.uk/scacademy in your internet browser.

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

2. You will need:

- Your title and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth
- Login to see which appointments are available and select one that is convenient for you.

The system will be live from Thursday 23rd September and will be open to take your bookings until **Thursday 7th October at midday.**

Once you have logged in, you will see your child's form tutor and the time slots available. Simply click on your choice and confirm the selection.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

We hope that this service will be beneficial and time saving. If you are unable to book at home, please call Main Reception for assistance.

Yours sincerely
Mr J O'Keefe
Progress co-ordinator