

21st November 2023

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Academy Principal

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A University of Kent Academies Trust School

Dear Parent/Carer,

Re: Parent/Carer Evenings 2023-24

Thank you for all responses received in the recent Parent/Carer evening survey. The feedback was really useful and together with staff feedback, has provided us with clear results to inform our planning for Parent/Carer evenings for this academic year.

Face-to-face Parent/Carer Evenings

Year 7 to 11 Parent/Carer evenings will take place on site with face-to-face appointments with teachers this year.

Please find below the information and arrangements for how these events will operate:

- All Parent/Carer evenings will take place 4pm - 7pm.
- Appointments will be booked using our online booking system, SchoolCloud. The SchoolCloud system will only be used for booking appointments and no appointments will take place virtually on the evening.
- Appointments will open when each Parent/Carer evening is launched via an information letter to you. Appointments will be available to book on a first come first serve basis. The SchoolCloud booking system will close at 12pm on the day of each Parent/Carer evening taking place.
- Each appointment will be for 5-minutes followed by a 1-minute movement time. Appointments must strictly start and finish on time to allow the next appointment to take place. We will indicate the start and finish of each appointment via the tannoy system.
- All Parent/Carers attending the evening, must pre-book appointments using the online SchoolCloud system. We will operate a strict system of following the booked appointments on each evening. Please do not arrive at the Academy without a booked appointment as you will be unable to meet with teachers.
- The entrance to the Academy will be via student services. All appointments will take place with teachers in the main hall and the refectory areas.
- Senior Leadership Team members will be available on site for each evening if you have any questions or would like any support.

Parent/Carer Evening Dates

A reminder that the dates for our Parent/Carers evenings are as follows:

- Year 7 – Thursday 22nd February 2024
- Year 8 – Thursday 23rd May 2024
- Year 9 – Thursday 25th January 2024
- Year 10 – Thursday 25th April 2024
- Year 11 – Thursday 30th November 2023 and Thursday 7th March 2024

Please can I encourage you to book these dates in your calendar now to ensure you are available for your child's evening. It is an important opportunity to discuss your child's progress and learning at the Academy so I encourage attendance, together with your child, to these events.

Additional Information

The UKAT Sixth Form will continue to hold their Parent/Carer evenings remotely and will communicate the dates and information for Year 12 and 13 evenings separately.

The Senior Leadership Team member responsible for each year group will write to you prior to each Parent/Carer evening date to notify you that the booking system is open and share any additional information for that evening.

I hope this letter provides a comprehensive outline for Parent/Carer evenings for this year. If you have any further questions, please contact me at the Academy.

Yours faithfully,



Dan Greenwood
Vice Principal