



Our Ref: SWn/HTh

12<sup>th</sup> January 2023

Dear Parent/Carer

**Re: Year 9 Subject Parents' Evening - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on **Thursday 26<sup>th</sup> January 2023 4pm – 7pm**. This is an important evening that provides an opportunity for you to discuss your child's progress with their teachers.

The school has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system.

The system is now open to book appointments and will close on **Wednesday 25th January 2023 at 4pm**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://themarvellcollege.schoolcloud.co.uk/> to book your appointments, we will also send this link on a text message. A short guide on how to add appointments is included with this letter. Please login using the supplied information below as it appears:

Parent's First Name:  
Parent's Surname:  
Student's First Name:  
Student's Surname:  
Date of Birth:

If you do not have access to the internet, please contact the Year 9 Team on 01482 799132, extension number 2009 or email [Y9PastoralTeam@themarvellcollege.com](mailto:Y9PastoralTeam@themarvellcollege.com) who will be happy to add appointments on your behalf.

Finally, if any of your child's teacher's appointments are full, please ask your child to speak to them at school and they will do everything they can to fit them in.

Yours sincerely

Miss S Willson  
Assistant Headteacher