

CITY OF DERBY ACADEMY

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Proud Headteacher: Mr P Smith (BA) Hons NPQH



07 October 2021

Dear Parent/Carer

Meet the Tutor Evening Tuesday 19th October 2021 - Online Appointment Booking

The school is continuing with a new intuitive 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. The appointments will run via video conferencing. Below is a link to a video showing you how the system will work.

[Video Appointments: Parents - How to attend appointments over video call - SchoolCloud Parents Evening \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk)

We have also attached a short guide on how to add appointments to this letter.

Appointments can be made from Monday 11th October 4:00pm and will close on Tuesday 19th October at 3:00pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://CODA.schoolcloud.co.uk/> to book your appointment. Please note: it is the details for 'priority contact 1' which have been uploaded. You need to make sure the details match exactly to be able to log in.

If you experience any difficulty in logging in, please contact your child's Head of Year so we can assist.

Yours sincerely

Richard Meehan
Assistant Headteacher.

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