

October 2024

Dear Parent / Carer,

Year 7 Settling in Evening, Wednesday 13th November 2024

Our Year 7 Settling in Evening on Wednesday 13th November from 3pm to 5pm is an important evening and provides you with an opportunity to meet with your child's form tutor to discuss how your child has transitioned into secondary school. a full parents' evening, providing the opportunity to meet with all your child's teachers shall take place later in the academic year.

Forge Valley School has introduced 'School Cloud', a new intuitive and easy to use online appointment booking system to allow parents and carers to arrange face-to-face meetings. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment.

Appointments can be made from Monday 4th November at 5pm and the booking system will close on Wednesday 13th November at midday.

Meetings will last for 4 minutes to allow for tutors to meet all tutees where possible.

Please visit <https://forgevalley.schoolcloud.co.uk/> to book your appointments. A short guide on how to add appointments is included with this letter. If you are unable to log-in please contact the school office for support either by telephone or via email at enquiries@forgevalley.sheffield.sch.uk

Login with the following information as prompted at the parent login screen:

- Your Name (you do not need to enter an email address despite the prompt)
- Pupil's First Name
- Pupil's Surname
- Pupil's Date of Birth

The information you enter must match the information we have on record and so it may be necessary for some families to update their details.

If you do not have access to the internet, please contact the school office or Head of Year 7, Mr Crofts, at jcrofts@forgevalley.sheffield.sch.uk

Yours faithfully,



Mr J Watson
Assistant Headteacher
jwatson@forgevalley.sheffield.sch.uk