



ST. MARY MAGDALENE

C OF E SCHOOL

SECONDARY PHASE

*Excellence through innovation,
founded in faith since 1840.*

FEDERATION EXECUTIVE CO-HEADTEACHERS

Mrs Claire Harrison and Mrs Victoria Wainwright

PRINCIPAL

Mr Razwan Hussain

Dear Parent/Carer,

Year 7 & 8 Meet the Tutor Evening – Wednesday 22nd September 2021 3.30pm – 6.30pm

Meet the tutor evening will be held on **Wednesday 22nd September**. This is an important evening and provides you with an opportunity to meet with your child's family tutors **face to face** and discuss their current progress, as well as how they are settling into school.

The school will again be using the online appointment booking system **SchoolCloud**. This allows you to choose your own appointment times with tutors. You will receive an email confirming your appointments.

Appointments can be made from **Monday 13th September** and will close on Tuesday 21st September. Please ensure you are prompt to your appointment as each appointment will be in a time slot. Appointments will be on a first come first served basis so please bear this in mind when you are booking. Should you wish to make any changes please contact the school office. On the evening please enter via the main entrance. There are no parking facilities.

Please visit <https://stmarymagdaleneschool.parenteveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

SchoolCloud

Welcome to the St Mary Magdalene C of E School parent teacher conference booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Confirm Email

Student's Details

First Name Surname Date of Birth 1 January 2010

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Mr R. Hussain
Principal

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London

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C OF E SCHOOLS FEDERATION

