



**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 9,10,11 & 12 Virtual Meet the Tutor Evening – Wednesday 22<sup>nd</sup> September 2021**

Meet the tutor evening will be held on **Wednesday 22<sup>nd</sup> September**. This is an important evening and provides you with an opportunity to meet with your child's family tutors 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. We are confident this will be an efficient way to meet all parents without the usual face to face meetings.

Appointments can be made from **Monday 13<sup>th</sup> September** and will close on Tuesday 21<sup>st</sup> September. Each appointment will be 6 minutes in length, please ensure you are prompt to your appointment as it is virtual. Each appointment will time out at the end of the 6 minute allocation; we are aware that this is not a long time but is due to the large volume of meetings which need to be held. These appointments will be on a first come first served basis, please bear this in mind when you are booking. Should you wish to make any changes please contact the school office.

Please visit <https://stmarymagdaleneschool.parentseveningsystem.co.uk/> to book your appointments. 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

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**

**ST MARY MAGDALENE**

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SECONDARY PHASE

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London

SE10 0NF

020 3873 5555



**KOINONIA**

C OF E SCHOOLS FEDERATION

