

Poltair School
Trevarthian Road
St. Austell
Cornwall
PL25 4BZ

Headteacher: Mr Mark Everett



www.poltairschool.co.uk secretary@poltair.cornwall.sch.uk 01726 874520

21st April 2023

Dear Parent/Carer

Re: Year 7 Progress Evening

We would like to invite you to attend the Year 7 Progress Evening (face to face) which will take place on **Thursday 11th May, 3.30 – 6.30pm**. This evening will be the first opportunity to meet with your child's subject teachers since they have started their KS3 curriculum.

To make booking appointments easier, you are invited to use our online booking system:

- You will be able to book each appointment at times that are convenient for you.
- 5 minute appointments will be available with each of the subject teachers.
- You will be able to add a short note via the booking system regarding any issues or matters you would like to raise.
- Some teachers will be in high demand so please be aware that all appointments are awarded on a first come first serve basis.

How to make the appointments

You can visit the Parents Evening page on the school website or click the link below and follow the Step-by-Step guide.

- Step 1: Using your internet browser, enter <https://poltair.schoolcloud.co.uk/>
- Step 2: Complete the details on the home page using your child's preferred name, choose 'Log In'.
- Step 3: Follow the online instructions to book appointments with the allocated members of staff.
- Step 4: Once finished, if you entered an email address when logging in, the system will send confirmation of your chosen appointment times.

If you do not have access to the internet or have any queries or concerns, please email the school via secretary@poltair.cornwall.sch.uk and a member of staff will contact you to arrange these appointments for you.

Thank you for your continued support and we look forward to seeing you at the evening.

Yours sincerely

Mr L Adams
Head of Year 7