

Poltair School
Trevarthian Road
St. Austell
Cornwall
PL25 4BZ

Headteacher: Mr Richard Cardigan



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1st October 2025

Dear Parent/Carer

Re: Year 7 Tutor Evening – Thursday 16th October 2025

I am delighted to confirm that we have arranged a Year 7 Tutor Evening on Thursday 16th October between 3:45pm – 6:00pm. The evening will give you the opportunity to meet your child's form tutor in person, see how your child has settled into secondary school and to discuss any concerns you might have. There will also be an opportunity, if you wish, to speak to members of the Inclusion and Pupil Premium teams.

Please see below information on how to book an appointment using the online booking system 'schoolcloud', here you will also be able to add a brief outline of any concerns you might have. If, however, you are unable to access the online system, please contact the school and we can make an appointment for you.

How to book an appointment:

- Step 1. Using your internet browser, enter <https://poltair.schoolcloud.co.uk/>
- Step 2. Complete the details on the home page, entering your details and then using your child's first name, surname and registration group i.e., 7CMO, 7PHA, 7IWH, 7MEC, 7AQU, 7NHA, 7HMI, 7OPY.
- Step 3. Click 'Log In'
- Step 4. Choose your preferred time and then booking method, Automatic or Manual
- Step 5. Follow the online instructions to book an appointment with the allocated member of staff.
- Step 6. Once finished the system will send confirmation of your chosen time if you included an e-mail address on the Login page.

For further information on how to book appointments please visit school cloud FAQ's.
<https://support.parentseveningsystem.co.uk/category/411-parent-logins>

Thank you for your continued support and we look forward to seeing you on 16th October.

Yours sincerely

Miss C Mounce
Head of Year 7