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**ELLIS
GUILFORD
SCHOOL**
*Creative
Education
Trust*

Friday, 22nd January 2021

Dear Parents/Carers,

Year 8 Parents' Evening

We would like to invite you to attend Year 8 parents' evening on **Thursday, 11th February between 3.30pm and 7:00pm**, to discuss your child's progress.

Parents' evening will look slightly different this year, and instead of face-face meetings, we will be running it virtually. We continue to use the Parents Evening System as in previous years. You will be able to make your bookings with teachers prior to the evening. At the start of the parent's evening, simply, log into the system at your scheduled time rather than attending school site.

Please make your appointments using the online system:
<https://ellisguilford.schoolcloud.co.uk/>

A step-by-step guide on how to do this can be found attached to this letter.

Bookings will be available from **Monday, 25th January 2020**. If you experience any issues with creating the bookings, please contact the school on **0115 913 1338** to speak to our admin team who will be able to assist.

We look forward to seeing you at our virtual parents' evening.

Yours faithfully,

Mr D Fugill
Vice Principal