



## Ballyclare Secondary School

Doagh Road  
Ballyclare  
Co Antrim  
BT39 9BG

Tel: 028 9332 2610

**Principal: Mrs K O Bell BA Adv Cert Ed PQH**

17 January 2022

Dear Parent/Carer,

### **Year 13 Parent/Carer Consultation - Virtual Appointments and Online Booking System**

I would like to invite you to attend our virtual Year 13 Parent/Carer Consultation on Thursday 10<sup>th</sup> February 2022, 3pm to 6pm. This is an important afternoon which gives you the opportunity to discuss your child's progress to date in Year 13.

As part of our commitment to improving home/school communication, I'm please to say that the school has introduced a new intuitive and easy to use virtual appointment and online booking system. This allows you to choose your own appointment times with the specific teachers you wish to speak to and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous telephone call system and as always we welcome your feedback.

Appointments can be made from 12 Noon on Wednesday 19<sup>th</sup> January 2022 and will close on Wednesday 9<sup>th</sup> February 2022 at 4pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://ballyclaresecondary.schoolcloud.co.uk> to book your appointments. A user manual on how to book appointments and how to attend your virtual appointments is included with this letter and is available on our school website. I hope you will find the process straightforward and the user manual helpful. Please do not hesitate to contact the school office if you have any further queries.

The information you will require to log into the system includes:

- Parent/Carer Title, Forename, Surname and email address
- Student Forename, Surname and Date of Birth

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

Yours sincerely

Mr A Cowden  
Senior Teacher – School Communication

