



## Ballyclare Secondary School

Doagh Road  
Ballyclare  
Co Antrim  
BT39 9BG

Tel: 028 9332 2610

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

21 February 2022

Dear Parent/Carer

### **Year 12 Guidance Afternoon - Virtual Appointments and Online Booking System**

I would like to invite you to attend our virtual Year 12 Guidance Afternoon on Thursday 10<sup>th</sup> March 2022, 3pm to 6pm. This is an important afternoon which gives you the opportunity to further discuss your child's progress to date in Year 12, subjects they may wish to study in Sixth Form or receive other careers guidance. The Sixth Form Options Booklet is also attached to this SIMS Parent App message for Pupils and Parents/Carers to read prior to the afternoon. The Sixth Form Options Booklet is also available on the Year 12 Sixth Form Options Google Classroom.

As part of our commitment to improving home/school communication, I'm pleased 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 23<sup>rd</sup> February 2022 and will close on Wednesday 9<sup>th</sup> March 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 has been sent via SIMS Parent App 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

