

22<sup>nd</sup> October 2020



Dear Parent / Carer,

**Year 7 Tutor Parents' Evening Thursday 5<sup>th</sup> November 2020 - Online Appointment Booking and Video Appointments**

We would like to invite you to attend our Tutor Parents' Evening on Thursday 5<sup>th</sup> November 2020. This is an important evening and provides you with an opportunity to hear about how your child is progressing and to answer any questions you may have.

Due to Covid-19 restrictions we will not be able to operate our usual face to face physical parents evening and so have introduced a new intuitive and easy to use online appointment booking system and video conferencing parents' evening. This allows you to choose your own appointment time and you will receive an email confirming your appointment. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Friday 23<sup>rd</sup> October 2020 and will closed on Thursday 5<sup>th</sup> November 2020 at 3:55pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://westlakes.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

**Please login with the following information:**

Priority 1 Parent Title:	«Title»
Priority 1 Parent Surname:	«Surname»
Enter and confirm parent email:	«Email»
Student's Preferred First Name:	«Forename»
Student's Preferred Surname:	«Surname»
Date of Birth	«Information»

The following information will be collected by the website to enable a secure connection and effective appointment structure: parent/carer name, email address, student name and date of birth, computer IP address. Please be aware this data is to enable the parents evening and will not be shared with any other organisations or for marketing purposes.

For safeguarding purposes parents/carers can attend with or without their child, but no student can attend without an adult present.

If you do not have access to the internet or have any concerns about using this system please contact us using the email address [contactus.wla@westlakesmat.org.uk](mailto:contactus.wla@westlakesmat.org.uk) or 01946 820356 to discuss this further.

Yours faithfully

Barry Simpson  
Vice Principal

Melissa Relph  
Vice Principal

Principal: James Jackson  
West Lakes Academy, Main Street, Egremont, Cumbria CA22 2DQ

**Part of West Lakes Multi-Academy Trust**

t: 01946 820356 e: [contactus.wla@westlakesmat.org.uk](mailto:contactus.wla@westlakesmat.org.uk) w: [www.westlakesacademy.org.uk](http://www.westlakesacademy.org.uk)

