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ORCHARD SCHOOL BRISTOL

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16th October 2026

Dear Parents and Carers,

Year 7 Parents' Subject Consultation Evening - Thursday 12th November

You are warmly invited to our Year 7 Parents' Subject Consultation Evening on **Thursday 12th November** between 3.30pm and 7pm. This is an opportunity to speak to your child's subject teachers about their progress at school.

Your attendance at this event is essential. We normally have close to 100% attendance by parents/carers, as we all know how important it is for you to be fully involved and supportive of your child's education. Please put the date into your diary!

The event will consist of:

- Collecting your child's report. This is a summary of progress and attitude to learning in all subject areas, alongside attendance and their House points total.
- 5-minute meetings with your child's subject teachers to discuss current progress. Although this may feel like a short time, the time is used effectively, and this will allow you to meet a variety of your child's teachers with a lot of information to take away.

Further information:

- The 5-minute meetings are timetabled and need to be booked in advance through the online "Parents' Evening System" (see below). Please note that bookings are made on a first come, first served basis, so keep an eye on the booking opening time.
- **You will not be able to book to see every teacher** – please prioritise which subject areas you would like to focus on, up to a maximum of 8 appointments. Please be assured that if a teacher is concerned about your child, they will be in contact with you during the year.
- You do not need to attend for the full 3 hours. Some parents/carers for example, choose the first hour, 3.30pm – 4.30pm as this suits their timing, and

others prefer the latter part, for example 6pm – 7pm. This is up to you and will depend on the availability of yourself and your child's teachers.
- We like children to attend alongside their parents/carers.

How to Book Parents' Evening
We will shortly be inviting you to book appointments with your child's teachers. You need to book appointments through an online system called School Cloud: https://orchard.schoolcloud.co.uk/. The booking system will open on **Thursday 22nd October at 6pm** – please note you will not be able to book appointments before this time.

To make a booking you will need to provide certain information to access the system, which must match exactly what we currently hold for you on our information system:

- Your name
- Your Email
- Your child's name

If you cannot log on, it is possible that this information is not up to date. Please contact the school either at info@orchard.ampedu.co.uk or 0117 377 2000 to update your contact information, or if you know you will have a problem making these bookings so we can help.

Some of our staff teach more than one class in the year group, so if you book late, you may find that appointment times are limited or not available. If you have any urgent questions for this member of staff and have been unable to make a booking with them, you can email them directly and they will get back to you.

We look forward to welcoming you and your child to this very important evening.

Yours sincerely,

Mr Pete Hurran
Head of Year 7
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