



St. Malachy's College
36 Antrim Road, Belfast BT15 2AE



**Year 13 Virtual Parent/Carer-Teacher Consultation –Thursday 23rd November
Online Appointment Booking**

Dear Parent/Carer,

I write to inform you of the Virtual Parent/Carer-Teacher Consultation on **Thursday 23rd November 9.15am-11.30am**. This meeting is intended to provide you with an opportunity to **speak with your son's subject teachers** to discuss how he has coped with the transition into Year 13 and reflect upon how he is progressing academically. **We would strongly encourage your attendance.**

To facilitate our Year 13 Virtual Parent/Carer-Teacher Consultation, the College will be using the **Schoolcloud** online appointment booking system. This system will allow you to book a specific time to meet with your son's subject teachers and you will receive an email confirming your appointments. **We would ask that you carefully note your designated appointments and to be logged in a few minutes in advance of your time slot to allow the morning to run efficiently.**

A short guide on how to use the system, make your appointment and our protocol for the consultations can be found on the **Parents' Information Section** of the College website.

Appointment bookings will be accessible from **Tuesday 7th November at 8am until Tuesday 21st November at 5pm** with each appointment slot lasting four minutes and 30 seconds.

Please visit <https://stmalachyscollege.schoolcloud.co.uk> to access the event and your bookings.

Please login with the following information:

Student's First Name:

Student's Surname:

Student's Date of Birth:

If you have any queries about the appointment system or any difficulties in terms of making appointments, please contact the College Office on 028 90748285 or email Mrs Paula O'Hare using pohare539@c2ken.net and we will endeavour to answer your queries or add an appointment on your behalf. **Please ensure that you have tested your connection to the Schoolcloud system in advance of your appointment.**

If you know in advance that you are unable to attend, please email the Head of Year 13, Mr Niblock kniblock821@c2ken.net before **Tuesday 21st November**.

As we continue to work together in partnership to support your son's learning, it is vital that good communication remains between home and school. Thank you for your continuing support.

Yours faithfully

Mrs N McAlister
Head of Sixth Form

Principal: Mr Paul McBride MA, MEd, B.Mus, PGCE, PQH (NI)

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