



5th November 2021

Dear Parent/Guardian,

Year 9 Form Teacher progress review

We are pleased to invite you to meet with your child's form tutor on **Thursday 11th November**. The purpose of the meeting is to talk about how your child is progressing in year 9.

Unfortunately, due to Covid19 restrictions we are unable to invite all of you into school. We therefore ask that you make an online video call with your child's form teacher. Please follow the guidance and make an appointment using the following guide:

Online Appointment Booking

The school uses an easy to use online appointment booking system. This allows you to choose your own appointment time with the form teacher and you will receive an email confirming your appointment.

Appointments can be made from Friday November the 5th at 15:00 and will close on Thursday 11th November at 15:00. Should you wish to make any changes, please contact the school office. Appointments will last a maximum of 6 minutes to enable form tutors to speak with all of their class.

While we realise that 6 minutes may not seem like a lot of time, should you wish to raise anything further following the appointment, you can contact Miss Mackey, Head of Year 9 or Miss Rees, year 9 Engagement Officer by phoning or emailing the school.

Please visit <https://ysgolcwmbrombil.schoolcloud.co.uk> to book your appointments.

(A short guide on how to add appointments is included with this letter.)

Or you can go to: <https://bit.ly/onlinePEguide>

You will need the following information to make your appointment:

Student's First Name.

Student's Surname.

Date of Birth.

Form teacher:

If you do not have access to the internet, please contact the IT department:

itsupport@ysgolcwmbrombil.co.uk who will be happy to add appointments on your behalf.

Yours sincerely,

HEADTEACHER:

MR. S. CLARKE

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PORT TALBOT
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FORGING FUTURES TOGETHER

Mr S Clarke
Headteacher

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