



13 June 2025

Dear Parents and Carers

Year 7 Parents' Evening - Tuesday 1 July 2025

(in person on school site - students should attend in school uniform)

Teacher/parent/student meetings will be held for Year 7 on **Tuesday 1 July 2025** from **4.30pm - 7.30pm** to discuss your child's work and progress. This will take place on the school site and the locations for the meetings will be signposted in due course. The school has an online appointment booking system which allows you to select appointment times with teachers; you will receive an email to confirm your appointments.

Appointments can be made from **7.00pm** on **Monday 23 June** and will **close** at **9am on Wednesday 25 June**. Appointments are 5 minutes long and parents may make **up to 7 appointments**. This is for logistical reasons and to try and provide more parents/carers with appointments during the evening. Please be aware that there are some staff who teach more than one Year 7 class; understandably this may mean that you will not be able to get a face to face appointment during the evening itself. Apologies in advance for this, it is the nature of parents' evenings but I would really like to stress that communications with us are open all year round and you should not hesitate to connect with us should you have any questions. It is also worth bearing in mind that our Summer orders are scheduled to be published on 20 June.

Mrs Ashby, our SEND Coordinator, will be available for appointments for parents of students with SEND. If you wish to have an appointment with Mrs Ashby, please send an email to parents@swbgs.com for the attention of Mrs Paton. This will not count as one of your 7 appointments and will be booked for you after you have made your subject appointments.

In addition, there may be a number of staff who will not be available on the evening of 1 July as they are travelling with various school groups on trips. Where possible, they will offer an alternative date online. If this is the case, you will need to book this separately from the main parents' evening within the booking system. If there is a separate online evening, this will be listed on the page you arrive at when you login.

If you are unable to make an appointment but you would still like some teacher feedback beyond what you have seen in the orders to date, then please email the teacher concerned via parents@swbgs.com in the usual manner.

Booking online appointments:

Please visit <https://swbgs.schoolcloud.co.uk/> to book your appointments and login with the following information:

- First contact's title
- First contact's name
- First contact's surname
- First contact's email address
- Student's first name
- Student's surname
- Student's date of birth

Should you wish to make any changes after this date, please contact the KS3 team via parents@swbgs.com

Please note that the first contact is the first person named on your data collection form. Please contact the school office if you would like to change any of the details. If you do not have access to the internet, please contact the KS3 team who will be happy to add appointments on your behalf.

Due to the nature of the school buildings, access to some rooms is limited for people with restricted mobility. If you have any special requirements, please telephone the school office so that arrangements can be made to accommodate you.

As ever, our apologies that there is no parking in the school grounds. We ask you kindly to respect our neighbours in nearby streets by avoiding parking in private or designated areas. The public car parks in West Street and at the back of Sainsbury's should be used. Your cooperation is much appreciated.

Kind regards

Mr C A Robertson
Head of Year 7 and Secondary Transition