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17<sup>th</sup> September 2021

Dear Parent / Guardian

We would like to invite you to an online **Year 11 Meet the Form Tutor** day on **Wednesday 22<sup>nd</sup> September between 9.20am and 3.15pm.**

The meetings will be held online and will last no longer than 10 minutes, please follow the link to access the site to book an appointment <https://penglAIS.schoolcloud.co.uk/>.

We have attached a parental guide on how to make the appointment. When making the booking, under the section where you need to enter your child's details, please could you only enter the initials of the class, for example, 11BAS would become BAS.

The booking window will open at 11.00am on Friday 17<sup>th</sup> September and will close at 3.00pm on Tuesday 21<sup>st</sup> September

This will be an opportunity for you to meet with your child's form tutor and to discuss their progress in Year 10 following the reports that were distributed last term and ways to move forward in Year 11.

I will also be available during the course of the day and appointments can be made through the same channel.

If there are any other issues with logging onto the site, please contact Miss Cara Jones, Student Services Manager, [cej@penglAIS.org.uk](mailto:cej@penglAIS.org.uk)

Yours faithfully

Mrs. S. Johnson  
**HEAD OF YEAR 11**

*Pennaeth / Headteacher:- Ms Mair Hughes*

