



Email: gjp@stbernards.southend.sch.uk
Our Ref: GJP/nmr

16 October 2023

Dear Parents/Carers,

Meeting Year 7 Form Tutors – Thursday 2 November 2023 – 4pm to 6.30pm

We would like to invite you to meet with your child's form tutor to discuss how they are settling in during their first few weeks at St Bernard's.

We use an online appointment system to arrange meetings for our Parent Consultation Evenings. The link to access the website has been added to our School Gateway app and is available under useful links.

If you have not yet downloaded the **School Gateway app** – it is free to download from your mobile phone's app store. You can find out more information by going to: <https://schoolgateway.co.uk>. This is the main method we use to communicate with parents throughout the year.

You will be able to log in to the appointment system on Wednesday 18 October from 8am by clicking on the **Parents Evening link** in the School Gateway app. You will be asked to complete the form (shown below) to log in. The items that need to match our school data is your first name and last name as well as your child's date of birth. The email address does not need to match one that we have saved for you but it is where you will receive confirmation of the appointments you have made.

The booking system will close at 5pm Wednesday 1 November, please ensure you have made an appointment before then. If you have any issues with accessing the system and making appointments, please do not hesitate to contact the school for further support.

Yours sincerely

Mr G Pritchard
Head of Year 7