

10<sup>th</sup> September 2021

**Re: Year 7 Transition Evening – Monday 18<sup>th</sup> October 5.00 – 6.30 p.m.**

Dear Parent,

The transition from primary to secondary school can be both exciting and challenging. From my perspective, I hope that your child has settled in well and is enjoying the experience and opportunities available at the Academy.

In order to assess (early) if the transition has been successful, I would like to invite you to a Year 7 Transition Evening on **Monday 18<sup>th</sup> October**. This will be an opportunity for you to ask any questions and/or raise any concerns with your child's Tutor or Head of House (see below).

House	Form	Tutor	Head of House
Ashdown	7A	Ms A. Bacon	Mr. M. Pearl
Bowland	7B	Mr. L. Keyes	Ms H. Simm
Elvedon	7E	Ms I. Rossi	Mr. J. De'Ath
Kielder	7K	Mrs. F. Rodha	Mr. D. Bracknell
Richmond	7R	Mrs. N. Hewitt	Mr. S. Wheeler
Sherwood	7S	Ms E. Heath	Ms S. Daltrey
Whinfell	7W	Ms V. Lang	Mr. D. Braybrook

The Transition Evening will be undertaken remotely using a platform called **School Cloud** - [www.eastwoodacademy.schoolcloud.co.uk](http://www.eastwoodacademy.schoolcloud.co.uk) which allows you to book an appointment online and attend via video-conferencing.

In order to access the School Cloud booking system, please follow the **instructions on the next page**. The booking system will open from **Saturday 11<sup>th</sup> September**.

If you encounter any issues, please e-mail [schoolcloud@eastwood.southend.sch.uk](mailto:schoolcloud@eastwood.southend.sch.uk)

Yours sincerely,



Mr. N. Houchen  
Principal

*Believe, Succeed, Together*

### Step 1: Login

Click on <https://eastwoodacademy.schoolcloud.co.uk/>

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

### Step 2: Select 'Year 7 Transition Evening'

Click on the date you wish to book i.e. **Monday 18<sup>th</sup> October**.

If you are unable to make the date listed, click *I'm unable to attend*.

### Step 3: Select Tutor and Head of House

Tick **both** the Tutor and Head of House to view their availability.

### Step 4: Book Appointments

**You will be able to book an appointment with either the Tutor or Head of House.**

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*, then choose an alternate time.

**There is the option to invite ONE other parent (this is found at the top of the page). Click on [Parent Guide](#) for further details.**

### Step 5: Finished

Your booking will appear on the 'My Bookings' page. An email confirmation will be sent.

To change your appointments, click on *Amend Bookings*.