



KING EDWARD VI SCHOOL, LICHFIELD

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Headteacher: Mrs C Forster

23rd September 2025

Dear Parents and Carers,

Year 13 Parent and Carers Evening (online):
Tuesday 7th October 2025, 4.00 - 7.00 p.m. and
Wednesday 8th October 2025, 4.00 - 7.00 p.m.

I am writing to inform you of the details for Year 13 Parents' Evenings, which are arranged to enable parents and carers the opportunity to consult with subject teachers. The meetings will take place via video appointments on Tuesday 7th October 2025, 4:00 – 7:00 p.m. and Wednesday 8th October 2025, 4:00 – 7:00 p.m.

Appointments can be made from 8:00 a.m. on Tuesday 30th September 2025 and booking will close at 8:00 a.m. on Tuesday 7th October 2025. The school's online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

It is possible to send a message, or ask a question to a teacher in advance when you make your appointments and it would be extremely helpful to pass on any specific questions. Appointments will be bookable at 5 or 10 minute intervals, after which the system will automatically end the meeting, helping teachers keep to the appointment times through the sessions. This is followed by a gap of 10 seconds before the start of the next appointment.

Please visit <https://kingedwardvilich.schoolcloud.co.uk/> to book an appointment. For a short guide on how to add an appointment please see the [Parents-Guide-for-Booking-Appointments.pdf \(keslichfield.org.uk\)](#) If you need any support with making your appointment please contact Mrs Musson at Main Reception 01543 255714 or at kmusson@keslichfield.org.uk who will be happy to add an appointment on your behalf.

We have used the booking system successfully for a number of years and a few years ago moved to using the video appointment facility. Although the system largely works well, please be understanding if you experience any technical difficulties during your appointments. If you prefer to have a voice-only meeting then you can do so using the system. Calls to the system are not recorded, and we do ask that parents and carers do not record calls. Please support us in choosing a quiet space for your appointments to ensure that they run as smoothly as possible. Students may join parents and carers for the meetings if you feel that this would be helpful.

To attend your video appointment meetings please visit <https://kingedwardvilich.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received. Please visit <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> for a Parents' Guide - How to attend appointments over video call.

Yours faithfully

Martin Shaw,

Assistant Headteacher