



# The Ferrers School

The Ferrers School, Queensway  
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Principal: Mrs Clare Raku B.A., M.A.

8<sup>th</sup> September 2025

Dear Parent or Carer,

## Tutor Evening – Tuesday 16th September 2025

Tutor Evening will take place on Tuesday 16th September 2025 from 4:15pm to 7:15pm and will be held in person at The Ferrers School.

This evening is an opportunity to strengthen communication between home and school, and to raise any concerns or discuss any support your child may need with their form tutor. Tutors will be available to talk through your child's progress and wellbeing in a supportive setting.

The focus of discussions will be appropriate for your child's year group. With Year 11 focusing on prioritising their revision, Year 9 to discuss their preferences and a welcome to our new year 7 students.

If you feel confident with the current level of communication and support from the pastoral team, there is not an expectation to book an appointment, however it will be positive to utilise the opportunity.

Appointment booking goes live from **6.00pm today until Friday 12<sup>th</sup> September 2025 at 8.30am**. Please visit <https://theferrers.parenteveningsystem.co.uk> to book your appointment. (A short guide on how to add appointments is at the end of this letter.)

Please note that if you have recently changed your email address you may not be able to log in. Similarly, if you do not have access to the internet, please contact your house office who will be happy to add appointments on your behalf.

Due to the volume of visitors expected we ask that you walk if possible. If you have any questions regarding the tutor evening, please contact your child's form tutor in the first instance.

Yours sincerely,

Mrs K Yates  
Lead Senior Tutor & Turing Senior Tutor



# Parents' Guide for Booking Appointments

Browse to <https://theferrers.schoolcloud.co.uk/>

## Step 1: Login

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 Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

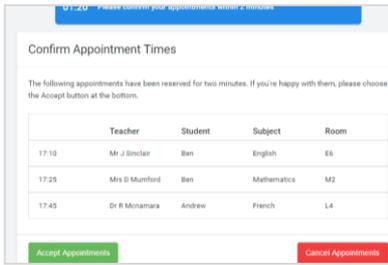
## Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

## Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

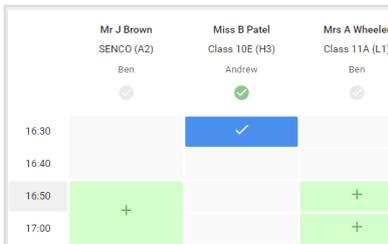




### Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

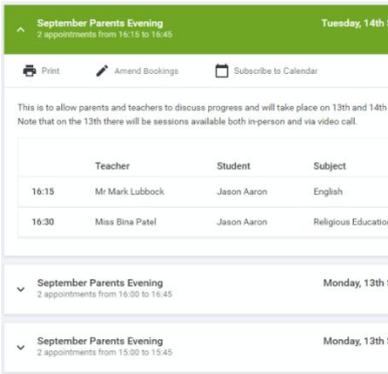


### Step 7: Book Appointments

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.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



### Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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