

Tongue Lane, Leeds LS6 4QE

Telephone: (0113) 887 3240  
Email: [info@cardinalheenan.com](mailto:info@cardinalheenan.com)  
Website: [www.cardinalheenan.com](http://www.cardinalheenan.com)  
Headteacher: Mr D Kelly BA (Hons) NPQH



27 February 2023

Dear Parents/Carers

### Year 7 Consultation Evening

I write to invite you and your son/daughter to our Year 7 Consultation Evening on **Monday 20 March 2023** from 4pm to 7pm. This will be held in person at school. As we are discussing their progress, your child should attend the appointments with you.

Whilst appointments will be in school, we ask that you make your appointments via our online booking system [SchoolCloud](#). This will allow you to make appointments at a time of your convenience and minimise interruption to lessons. Details of how to access the online booking system are attached to this letter. Please note that the online system is only being used for bookings; all appointments will take place in school.

To allow school staff to make final preparations, SchoolCloud bookings will close a week before consultation evening on Monday 13 March 2023. As appointments are limited, I encourage you to make bookings at your earliest possible convenience.

In order that teachers can speak to as many students as possible, appointments last five minutes. School staff will be dispersed around the building so it might be worth leaving a couple of minutes in between appointments, depending on where your next appointment is.

If you have any difficulties accessing SchoolCloud please contact us on [info@cardinalheenan.com](mailto:info@cardinalheenan.com) and a member of school staff will be happy to help. If you are unable to attend Consultation Evening, please get in touch with either Mr Teggart ([ptt@cardinalheenan.com](mailto:ptt@cardinalheenan.com)) Head of Year 7 or Miss Rashidi-Stapleton ([crn@cardinalheenan.com](mailto:crn@cardinalheenan.com)) Assistant Head of Year 7, who will be able to facilitate alternative arrangements.

With kind regards

A handwritten signature in black ink, appearing to read 'L Stockton-Pitt'.

Ms L Stockton-Pitt  
Acting Headteacher (Quality of Education)

