

23 September 2023

Dear parents and carers of year 7,

**Year 7 Settling In evening - Thursday 3 October 2024 at Ipswich Academy**

Appointments are available for you to meet with your child's base group tutor on **Thursday 3 October, 3:45pm to 6:45pm.**

You are able to book five minute appointment slots for each base group tutor using our electronic booking system. We are also offering limited appointments with our Year 7 Inclusion Officer, Mrs Smith. Appointments will last for five minutes. Booking will be on a first come, first served basis and the booking system is now open.

Appointments using the online booking system can be made now. The online system for booking appointments can be accessed here:

<https://parents-booking.co.uk/ipswichacademy>

In order to login to the system, you will need the following information relating to your child, as held in our database:

- First name
- Surname
- Date of birth (dd/m/m/yyyy)
- Register class (eg 7-1)

You will also need to enter the details we have on record for you. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record. The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.

If you do not have access to the Internet, or experience any problems with using the system, please contact the school.



Contact details if you are in need of assistance from the administration team:

- Email: [info@ipswichacademy.org.uk](mailto:info@ipswichacademy.org.uk)
- Telephone: 01473 550040

This Settling In evening will be in person at Ipswich Academy. Base group tutors will meet with you and your child to provide clear feedback on how they have settled into school.

Students are required to attend, with their parent/carer.

Many thanks for your ongoing support.

Yours sincerely,

**Samuel Fox**  
Interim Principal

**Iain Rogers**  
Assistant Principal