

Our Ref: MS/SMC/BMT

7 December 2023

Dear Parent/Carer

Y11 PARENTS' EVENING – THURSDAY 11th January 2024, 4-7PM (FACE TO FACE EVENT)

We warmly invite you to the **face-to-face** Y11 Parents' Evening on Thursday 11th January 2024 from 4pm to 7pm. This Event will take place in school. The evening will provide an opportunity to discuss your child's progress and how to prepare for the next round of mock exams (Week beginning 19th February) and/or improve coursework.

To make the evening run as smoothly as possible, and having listened to our Parents' Forum, we have made some changes:

- Appointments will be **made** using School Cloud.
- Appointments will be **held** in Lady Mabel Hall and the Sports Hall.
- You will need to download or take a screen shot of your appointments so that you know who to meet and when.
- Appointments will be **timed** to mirror the online format: Four minutes to meet teachers and then two minutes to move to the next appointment. *We will give you a map on the evening to show where teachers are located. To minimise travel between appointments, please consider that all English, Maths and Science staff will be in Lady Mabel Hall and all other staff will be in the Sports Hall. You may find it helpful to book appointments by location.*
- We will time appointments and remind everyone when to meet and when to move. This may seem like a regimented approach, but if we all follow the format, everyone is afforded the same time with teachers, and no-one is kept waiting to speak to staff.

Information on how to book appointments through School Cloud can be found on our school website, along with a troubleshooting guidance for common errors which result in parents not being able to log in.

As always, we would like to see as many parents as possible at parents' evening and do not want the booking system to be a barrier to any of you. Should you need some support with making appointments, please contact the school who will be more than happy to assist you.

The booking system will go 'live' on **Thursday 7th December 2023 at 6pm** and you will also receive a text to inform you when you can make appointments. The booking section will close on **Monday 8th January at 9am** to allow staff to collate their appointment times and prepare for meetings. As spaces are limited for staff, we urge that you make your appointments as soon as you are able to avoid any disappointment.

Yours faithfully

M Silcock

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Y11 Progress Leader