



18 March 2021

Dear Parent / Carer,

I would like to invite you to our **online Year 7 Parents' Evening on Tuesday 27<sup>th</sup> April 2021, 3.25 – 6.15pm**. This parents' evening is for students in Forms A, S, R and E only.

Using a system called 'SchoolCloud Parents' Evening System' you will be able to make appointments to speak to your child's subject teachers via a video or audio call. It is a simple system to use and only requires you to use your name, your child's name and date of birth to log in. School cloud is a website platform, and can be accessed from iPhone and Android phones, iPads and tablets, as well as laptops and desktop devices.

Appointments are 5 minutes long. Using the SchoolCloud system appointments will automatically end at the scheduled time to ensure that all appointments run on time. A countdown timer will be visible on your screen so you are able to complete your discussion in the time available. Teachers cannot extend or reschedule appointments during the parents' evening.

Staff will do their best to see as many parents/carers as they can but as you can appreciate some teachers may not be able to see everyone who requests an appointment. However, the SchoolCloud system does have a waiting list which you can request to join for a specific teacher. If a slot becomes available you may be added closer to the evening to see that teacher. If you are allocated an appointment you will be notified by email.

If your child has more than one teacher for a subject, for example Science, you will be invited to make appointments with their main teacher.

All Geography and History teachers are listed under Humanities. To help you select the teacher you wish to see they are listed as either History or Geography staff below:

History staff; Mrs Conway, Mrs Mole and Mr Ruscoe.

Geography staff; Mrs Martin, Mr Logie and Miss Burns.

All Design Technology and Food Technology/Textiles staff are listed under Technology. To help you select the teacher you wish to see they are listed as either Design Technology or Food Technology/Textiles below:

Design Technology; Mrs Green and Mr Metcalf.

Food Technology/Textiles; Mrs Mackey and Miss Adamson.

Mr Briggs and Miss Fairlamb, our Associate SEND (Special Educational Needs and Disabilities) Coordinators are available to meet with parents and carers of our students with SEND. It is not essential that parents and carers meet with a SENDCo however please make an appointment if you would like to discuss any SEND issues. We would suggest making this appointment towards the end of your appointments so you can discuss any matters that arise from discussions with subject teachers.

We are not able to offer appointments with the Head or Assistant Head of Year during this parents' evening. This is to ensure that they are available to meet with parents of the students that they teach. If you have a **specific pastoral concern** please contact school to request a 'Pastoral Appointment with the Head of Year'. You will then be contacted at a separate time. A specific pastoral concern includes concerns regarding your child's mental health, friendship issues, home issues that you feel school should be aware of, or other concerns of this nature. Please remember that the Head and Assistant Head of Year are always available should you need to speak to them.

Bookings for this event are on a first come, first served basis. You will be able to make a maximum of 10 appointments so please prioritise and select the teachers you would most like to meet with. Bookings will open on **Monday 22<sup>nd</sup> March at 8am** and bookings will close on **Friday 23<sup>rd</sup> April at 4pm**. Please log in to this website to make your appointments: <https://stmschool.schoolcloud.co.uk>

Instructions are attached which show how to log in and book your appointments. To join your appointments on the 27<sup>th</sup> you log into SchoolCloud and click the green 'Join Video Appointments' button on the homepage. There is also a video to show you how to join your appointments on Tuesday 27<sup>th</sup> April, [click here](#) to view.

The details you require to log in are:

Parent title, first name and surname

Child first name and surname

DoB.

If you have any queries regarding the parents' evening please contact the school by email, [info@stmacademy.org.uk](mailto:info@stmacademy.org.uk).

Yours sincerely

Mrs K Dixon  
Parental Engagement