

28<sup>th</sup> March 2024

Dear Parent / Carer

**Re: Year 8 Progress Evening – Thursday 25<sup>th</sup> April 2024**

I am writing to invite you to our Year 8 Progress Evening, which will take place online on Thursday 25<sup>th</sup> April 2024. This is an excellent opportunity for you to discuss your child's commitment to learning and progress across subjects.

The meetings will take place as a video call using the software School Cloud, which can be easily accessed from a smart phone, laptop or PC: <https://clhs.schoolcloud.co.uk>

If you prefer not to make this a video call, you do not need to turn your camera on for the appointment. Instructions on how to create your account and book appointments are explained on our website; <https://www.lancasterhigh.lancs.sch.uk/parents/parent-evenings>

Appointments will open for booking on Monday 15<sup>th</sup> April and will close at 4pm on Wednesday 24<sup>th</sup> April. You are required to book one appointment, per teacher, between 4-7pm. The appointments will last for 5 minutes and will automatically end once the 5 minutes are over. This is to ensure appointments run on time and allows you to attend your next appointment. Please use your child's timetable to book appointments with the appropriate teachers.

Should you have further questions to ask a member of staff please contact the school office and we will arrange a call back.

If you are unable to attend the online Progress Evening, please contact Mrs Prestwood to arrange an alternative appointment or written summary of progress:  
**[bprestwood@lancasterhigh.lancs.sch.uk](mailto:bprestwood@lancasterhigh.lancs.sch.uk)**

We would like to take this opportunity to thank you for your continued support, and we look forward to meeting you virtually on Thursday 25<sup>th</sup> April.

Yours sincerely



**Mrs Prestwood**  
**Head of Year 8**

Commitment | Creativity | Community

Executive Headteacher: Mr J Cowper  
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