

Tuesday, 16 March 2021

Dear Parent or Carer

Re: Year 11 Parents' Evening – Thursday 18th March 2021

We are writing to invite you to our Year 11 Parents' Evening which will take place online on **Thursday 18th March 2021**. This is an opportunity for you to discuss, with your child's teacher, their progress across subjects. Year 11 is a crucial year and your attendance and support at these evenings is an essential contribution to your child's success.

The meetings will take place using School Cloud, a new software for online Parents' Evenings. This can be accessed from a smart phone, laptop or PC. Instructions on how to create your account and book appointments are explained on our website here:

<https://www.lancasterhigh.lancs.sch.uk/parents/parent-evenings>

School Cloud is accessible here: - <https://clhs.schoolcloud.co.uk/>

Appointments will be **open for booking at 4pm on Monday 8th March**. You are required to book one appointment, per teacher, that is 5 minutes in duration between 4pm-7pm. At the end of the 5 minutes the appointment will automatically end to enable the next appointment to run on time. Please use your child's timetable to book appointments for appropriate teachers. If the 5 minute slot was not sufficient please contact the school office on Friday 19th March and we will arrange a call back.

If your child has an SEND need and there is something you wish to discuss, please book an appointment with Miss Ashton, our SENDCo. These appointments will be 10 minutes in duration.

If you are unable to attend the online Parents' Evening please contact me to arrange an alternative appointment; matt.williams@lancasterhigh.lancs.sch.uk.

We would like to take this opportunity to thank you for your continued support, we look forward to meeting you virtually on 18th March and we hope we can welcome you in to the school very soon.

Yours sincerely



Mr Matthew Williams
Key Stage 4 Progress Leader

