

K/PF/PrtsEve/Y9/jca

19th April 2023

Dear Parent/Carer

Year 9 Parents' Evening – Thursday 4th May 2023

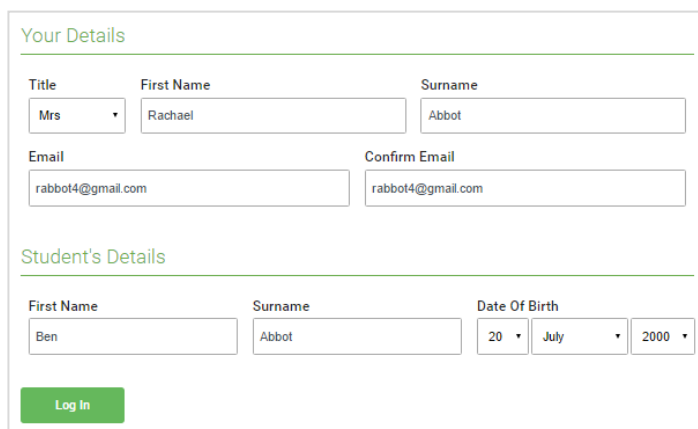
I would like to invite you to participate in our Year 9 Parents' Evening on Thursday 4th May 2023. This is a very important evening because it allows us to welcome you into school to meet with your child's teachers. Clearly, this is a very important time for your child as they work towards their end of year targets this summer. We look forward to this opportunity to offer you and your child the best advice and guidance to help them succeed in this.

To book appointments we use an online booking system. This allows you to choose your own appointment times with your child's teachers. You should visit <https://hollingworthacademy.schoolcloud.co.uk/>. The login page will look like the example at the bottom of this letter.

Appointments will be five minutes long and will take place in school. Please be aware that staff will have to strictly adhere to the five-minute time limit as any over-runs will affect other parents waiting for their appointment. It is advised that when you book your appointments, you should allow some time between meetings to get around school to the different subject areas.

Appointments can be made from 4.00pm on Monday 24th April and the online appointment system will close at 9.00am on Thursday 4th May.

Should you require extra help on how to book an appointment then this link: [Video: Parents - How to attend appointments over video call - SchoolCloud Parents' Meetings \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk/) will take you through the process of booking online (you will only need to watch until the 4 minute 15 second mark). If you are still having difficulty please email helpdesk@hltrust.co.uk for assistance.



The screenshot shows a login form with two sections: 'Your Details' and 'Student's Details'.
Your Details:
- Title: Mrs (dropdown)
- First Name: Rachael (text box)
- Surname: Abbot (text box)
- Email: rabbot4@gmail.com (text box)
- Confirm Email: rabbot4@gmail.com (text box)
Student's Details:
- First Name: Ben (text box)
- Surname: Abbot (text box)
- Date Of Birth: 20 (dropdown), July (dropdown), 2000 (dropdown)
- A green 'Log In' button is at the bottom.

Please note that the information you give here must match what you gave us when you enrolled your child with us in Year 7. Any variations from that and the system will reject the login attempt. Also, the system is set up for the first contact parent or carer. Finally, be aware that the system is case sensitive.

If you do not have access to the internet, please contact the Head of Year who will be happy to add appointments on your behalf. For all other enquiries, please email Head of Year, then parentsevening@hollingworthacademy.co.uk.

Yours faithfully



Mr B Larkin
Assistant Headteacher

RESPECT

RESPONSIBILITY

RESILIENCE

