

**Address**

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**Contacts**

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**Head of School**

Andrea Jones

**Executive Principal**

Melanie Wicks

07 March 2023

Dear Parent/Carer

**Year 9 Parents' Evening and upcoming IAG Evening - Online Appointment Booking**

I would like to invite you to attend our **in-person Parent's Evening** on **Thursday 9<sup>th</sup> March 2022** between **4:30 pm** and **8:00 pm**. This is an opportunity for you to meet with your child's subject teachers to discuss their overall progress in school, engagement within lessons, their learning and to discuss the actions needed to ensure progression in these subjects. At Longdendale we recognise that the partnership between home and school is key in helping your child achieve their full potential, and in the interest of your child we would therefore expect your attendance at this in-person Parent's Evening.

Our use of School Cloud provides an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments for **Parent's Evening** can be made, using School Cloud, from **Tuesday 28<sup>th</sup> February at 5:00 pm** and will close on **Wednesday 8<sup>th</sup> March at 8:00 pm**. The duration of each appointment is 5 minutes. This evening will also incorporate an Options Information & Guidance presentation in the OPC from **4:30 pm to 5:00 pm**. I would strongly encourage your attendance at the presentation to better inform you and your child on their potential options.

As part of our KS4 options process I would also like to invite you to attend our **online Information and Guidance (IAG) Evening** with a Senior Leader on **Tuesday 14<sup>th</sup> March from 4:00 pm to 7:00 pm**. This will provide you and your child an invaluable opportunity to discuss your child's KS4 course options, future education and career plans.

Appointments for the **IAG evening** can be made from **Thursday 9<sup>th</sup> March at 8:00 pm** and will close on **Tuesday 14<sup>th</sup> March at 12:00 pm**. The duration of each appointment is 10 minutes. Once this time has elapsed, the appointments will automatically end. You will be allocated a member of the senior leadership team for your child's IAG meeting.

Should you wish to make any changes after these dates please contact the school office. Please note appointments are made on a first-come first-served basis.

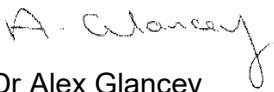
Please visit <https://longdendale.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this email.) You can also view a demonstration video of how to login, and how the evening will work here: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Please login with the information below:

- Parent Title
- Forename and Surname (Priority 1 contact – the parent who receives text messages from school)
- Email address (the address to which the email has already been sent to)
- Learner's First Name: «Forename»
- Learner's Surname: «Surname»
- Learner's Date of Birth <<DOB>>

If you require assistance in booking appointments please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely



Dr Alex Glancey  
Assistant Headteacher