

# St Michael's Church of England High School

## *A Church of England Academy*

Headteacher: Mrs J Jenks BSocSci Hons PGCE

Deputy Headteachers: Mr J Chadwick B Ed Hons, Mrs C Hooley BA Hons PGCE

*'Growing in Body, Mind and Spirit'*



October 2023

Dear Parents/Carers

### **Year 7 Tutors' Consultation Evening**

I would like to remind you that Tutors' Consultation Evening for Year 7 is arranged for Thursday 9 November 2023, 5:00-7:00pm.

This first consultation evening is to provide an opportunity to meet with your child's tutor and discuss how they have settled into life at secondary school. **This event is designed to be attended by the parent/carer only and not the child.** There will be an opportunity to discuss your child's academic progress with their subject teachers at another consultation evening in February.

We will be running the Tutors' Consultation Evening in-person in the school hall. (The consultation evening in February will be held virtually, using the web-based program 'Parents' Meetings powered by SchoolCloud'.) For the Tutor's Consultation Evening, you will need to use SchoolCloud to book the appointment slot. but will not use it to meet online. A guide for how to do this is attached to this letter.

To enable tutors to meet with as many parents/carers as possible on the evening, **each appointment slot is four minutes** long and we can only accommodate one appointment per child. Should you have a particular problem that requires more time, please contact the school office and arrange to speak to the tutor again. Alternatively, you can make an appointment for our 'Drop-in Clinic' which is every Tuesday from 3:40pm-5pm. Our SENCO, Mrs Wilson, will also be available on Tutors' Consultation Evening for any parents/carers who wish to speak with her. You will not need to book an appointment to do so.

We look forward to speaking with you on Thursday 9 November as we continue to enhance our home-school partnership, and work in collaboration to ensure that your child has every opportunity to flourish in their time at St Michael's.

Yours sincerely

Jayne Jenks  
Headteacher

This new, intuitive, and easy to use online appointment booking system allows you to choose your own appointment time with your child's tutor and you will receive an email confirming your appointment.

The appointment booking system will **open at 8.30pm on Thursday 12 October** and will close at **1:30pm on Wednesday 8 November**. If you wish to make any changes after this date (or do not have internet access) please contact the school office.

Please visit <https://saintmichaelsce.schoolcloud.co.uk> to book your appointment. (A short guide on how to add appointments is included with this letter.) You will not require a special password to make the appointment, as the system will match your child's details with the contact details held by school.

Although we have used this system in previous years, we would appreciate your patience and understanding if you experience technical challenges when booking the appointments. In such cases, please do contact the school office for assistance.

### **To make an appointment**

- Please read the SchoolCloud guide included and check your browser meets the requirements.
- Please use the link <https://saintmichaelsce.schoolcloud.co.uk>
- Use your child's details (please use your child's preferred name) and your contact details to register.
- Follow the prompts to make a 4-minute appointment with your child's tutor.
- SchoolCloud Parents Evening will confirm your booking immediately by email.

### **On the Evening (9 November)**

- Please arrive at school well in advance for your appointment.
- You may park on the school yard; to do so, use the East Drive (which is the first drive as you come down Astley Road) and drive up past the sports hall. Alternatively please use the staff car park and come in via the main entrance to the school.
- Please come to the dining room where you will be given a card corresponding with the order your appointment is in the evening. When it is time for your appointment a member of staff will direct you where to go.
- We always ask for parents/ carers to complete a survey on this evening to help us make further improvements in school to support our young people and the transition process. The questionnaire will be made available on the evening via School Synergy.

Thank you.