

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'



22 February 2024

Dear Parents/ Carers

Year 8 Consultation Evening

I would like to remind you that Consultation Evening for Year 8 is arranged for Thursday 7 March 2024, commencing at 17:00. Booking for this event will open this evening at 20:00.

Consultation Evening is a very important date in the Year 8 calendar as it provides an opportunity for staff to offer pupils both praise and guidance. It also serves to enhance the vital partnership between home and school, which we are so keen to foster in 'Team St Michael's'. I do hope that you will be able to be join us on this very important evening.

To enable teachers to meet with as many parents/carers as possible, each appointment slot is three minutes long. Although this is a similar amount of time to a normal consultation evening appointment, should you have a particular problem that requires more time than this please contact our school reception and arrange to speak to the Tutor or Head of Year, Mrs Rackstraw on a separate occasion. Alternatively, you can make an appointment for our 'Drop-in Clinic', telephone appointments can be arranged every Tuesday from 15:40 until 17:00.

On the day we will provide a separate link that will allow you to say 'hello' and speak informally to members of the Senior Leadership Team.

As you are aware, we always ask for parental feedback, via a questionnaire on Consultation Evening. This will be shared with you electronically on the evening. Please do take a few moments to complete it, as your comments help us to continually reflect upon and refine our approaches in all aspects of school life for the benefit of all our young people. Previous surveys indicate that some parents feel they would benefit from further information regarding what their child will learn during the year. To help you with this you will find extensive information about the curriculum on our website. [Curriculum | St Michael's CE High School \(saint-michaels.com\)](https://www.saint-michaels.com/curriculum)

We look forward to speaking with you on Thursday 7 March 2024 as we continue to develop our home school partnership, and work in collaboration to ensure that your child has every opportunity to succeed at St Michael's.

Yours sincerely

Jayne Jenks
Headteacher

Parents' Meetings powered by Schoolcloud– Video Appointment Booking System

This online appointment booking system allows you to choose your own appointment time with the teachers and you will receive an email confirming your appointment.

The appointment booking system will open at **20:00 on Thursday 22 February** and will close at 12:00 on Wednesday 6 March. 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 appointments. (A short guide on how to add appointments is included with this letter but we advise you watch this [video](#)) You will not require a password to make the appointment, as the system will match your child's details with the contact details held by school.

The very nature of a virtual scheduled event means that during the appointment there will be a countdown timer for both the teacher and the parent/carer. The appointment will finish automatically and the teacher will be taken to their next appointment. Sadly, unlike in 'face to face consultations' there is very limited flexibility and therefore no capacity to extend the appointment or swap appointment times for latecomers. It is essential therefore, that you log on well before your allotted time, that your microphone and/or video is on, and you await the appointment with the countdown clock.

When booking appointments please don't use the 'Select All'.

Please do not feel obliged to see every one of your child's teachers. In some subjects, the same teacher may teach a high proportion of the year group. Please be aware of this when booking and ask yourself if you feel a particular need to see the teacher, especially in these subject areas. This would be of great help where the number of appointments is limited.

To make an appointment

- Please read the 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 3-minute appointment with your child's teachers.
- If you would like to discuss SEN queries or questions regarding possible exam arrangements you can make an additional appointment with Mrs Wilson. These additional appointments will become available closer to the event or by contacting admin@saint-michaels.lancs.sch.uk
- Parents' Meetings powered by SchoolCloud will confirm your booking immediately by email.
- You can give one other parent/guardian access to join your video appointments if they are in a different location at the time of the event (although initial trials show that this feature may be intermittent). [Video Appointments: Parents - how to invite another parent/guardian to join your appointments - SchoolCloud Parents Evening \(parenteveningsystem.co.uk\)](#)

On the Evening (7 March)

- Please ensure you have the latest version of your browser.
- Please log on well before your appointment time and check that your microphone/video is on.
- The countdown clock will highlight your approaching appointment time.
- Please be ready and set up to receive the video at the appointed time.
- By taking part in the event, you are agreeing that no recording of the appointment will be made.
- If any unforeseen technical issues arise, we will communicate this to you by email.
- If you experience technical difficulties then you may call the school phone number (01257 264740) and speak to a member of the administrative team.

- On the day, we will send you an email which will include separate Zoom links to allow you to say 'hello' to our senior staff.
- The questionnaire for gathering parental views will be made available on the evening by email.

Thank you.