

8 February 2024

## Dear Parents/ Carers

## **Year 9 Consultation Evening**

I would like to thank the parents/carers who attended our Year 9 Options Evening on 25 January. I hope you found the event informative and beneficial. All classes have now received their options presentation within their lessons. I would like to take this opportunity to remind you that there will be pupil career drop-in sessions at lunchtime with our career's advisor Mrs Easterbrook, during the week commencing Monday 19 February. The deadline for option choices is 26 February, using this link [\*\*Year 9 Options Form\*\*](#). However, we don't recommend you return the option selection form until you've spoken to the staff of the subject your child is considering as options.

Consultation Evening for Year 9 is arranged for Thursday 22 February 2024, commencing at 5pm. Booking for this event will be open this evening at 20:00. This is a very important date in the Year 9 calendar as it provides an opportunity for staff to offer pupils praise, advice and guidance about their subject choices. 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 to Mr Gow, Year 9 Pupil Manager, on a separate occasion. Alternatively, you can attend our 'Drop-in Clinic', which is held every Tuesday from 15.40 until 17.00.

Mrs Teresa Wilson, our Special Educational Needs Co-ordinator and Mrs Easterbrook, our independent Careers Advisor, will also be available. These appointments are arranged separately from the class teacher ones, and we will provide you with further information a few days before the event regarding how to book these. On the day we will also provide a separate link that will allow you to say 'hello' and speak informally to members of the Senior Leadership Team.

We always ask for parental feedback via a questionnaire on any of our Consultation Evenings. 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 such surveys have indicated 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: [\*\*https://www.saint-michaels.com/curriculum\*\*](https://www.saint-michaels.com/curriculum)

We look forward to speaking with you on Thursday 22 February 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

J. L. Jenks

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 8 February** and will close at 12.00 on Wednesday 21 February. 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. **We recommend that you prioritise the subjects your child is strongly considering as an option choice.**

### **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 access arrangements you can make an additional appointment with Mrs Wilson, these additional appointments will become available closer to the event or by contacting [admin@saintmichaels.lancs.sch.uk](mailto:admin@saintmichaels.lancs.sch.uk)
- If you would like a brief appointment with Mrs Easterbrook, our independent Careers Advisor using SchoolCloud these additional appointments will become available closer to the event or by contacting [admin@saint-michaels.lancs.sch.uk](mailto:admin@saint-michaels.lancs.sch.uk) who will add a booking after you have created your appointments with your child's teachers.
- 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 \(parentseveningsystem.co.uk\)](https://parentseveningsystem.co.uk)

### **On the Evening (22 February)**

- 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
- The questionnaire for gathering parental views will be made available on the evening by email.

Thank you.