

# 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'*



14 December 2023

Dear Parents/ Carers

### **Year 10 Consultation Evening**

I would like to remind you that Consultation Evening for Year 10 is arranged for Thursday 11 January 2024, commencing at 16:45. Booking for this event will open this evening at 20:00.

Consultation Evening is a very important date in the Year 10 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.

The information below reminds you how to book and attend appointments.

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 Pupil Manager, Mr Kirkpatrick 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.

Our Independent Careers Advisor, Mrs Easterbrook, and Mrs Wilson, our SENDCO, will also be available (as outlined at the end of the letter).

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. This year, in response to parental feedback, we have held some consultation evenings online and some in school. We would really appreciate your thoughts on this to help us plan for the future, and a question relating to this has been added to the questionnaire.

Previous surveys indicate that some parents/ carers 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.

Astley Road, Chorley, Lancashire PR7 1RS Telephone: (01257) 264740 Fax: (01257) 224767 email: admin@saint-michaels.lancs.sch.uk



We look forward to speaking with you on 11 January 2024 as we continue to develop our home school partnership, and work in collaboration to ensure that your son/daughter has every opportunity to succeed this year.

Yours sincerely



Mrs J 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 is available from 20:00 on Thursday 14 December and will close at 12.00 on Wednesday 10 January. 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 access arrangements, you can make an additional appointment with Mrs Wilson our SENDCo. If you have any questions or queries regarding careers/further education, you can make an additional appointment with Mrs Easterbrook our Independent Careers Advisor. 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 3 minute appointment with Mr Kirkpatrick, using 'Parents' Meetings powered by SchoolCloud' these appointments will also 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/ carer 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/ carers - how to invite another parent/ carer to join your appointments - TES SchoolCloud Parents Evening](#)

### **On the Evening**

- 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.