



16 December 2023

Dear Parent / Carer,

Year 9 Progress Evening – Thursday 11th January 2024

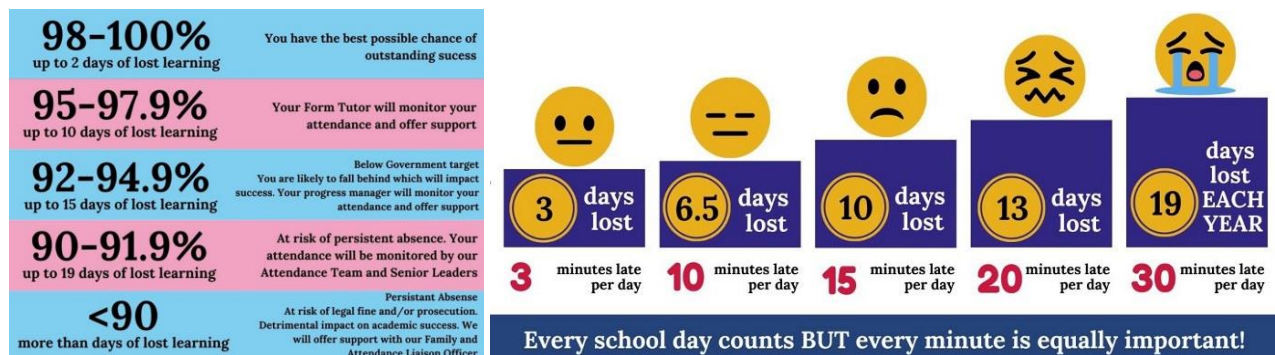
I am delighted to announce that our **Year 9 Progress Evening** will take place on **Thursday 11th January 2024** in school from 3:45pm to 6:45pm. Our Progress Evening is an essential part of our continued commitment to support all our students in achieving their full potential across all subject areas. This will allow our staff to update you on your child’s progress in preparation for their guided choices.

During the evening you will receive feedback from teachers regarding your child’s recent achievements and progress in each of their subjects. You will also receive important information about what your child will need to do to enhance their progress as well as the key opportunities available to them.

The school uses an online booking system to allow you to make appointments with your child’s teachers. The booking system is now open and closes at Midday on **Wednesday 10th January 2024**. Appointments will last 6 minutes, and you will need to book early to ensure you are able to get the appointment times you require.

I have included instructions on how to make appointments in this letter. If you have any questions or concerns, please contact the school by phone or email on KS3@sws.cheshire.sch.uk. If, after the Progress Evening, you would like a further conversation with any teachers then please email KS3@sws.cheshire.sch.uk and I will ask your child’s teacher to call you.

Attendance in school is the single most important way to prepare students for success. The tables below highlight the importance of good attendance.



Should you have any queries, please contact the school as soon as possible.

Yours faithfully,

Miss Phillips – Year 9 Raising Standards Lead

Miss Armstrong – Year 9 Pastoral Manager



**Opportunity
Community
Courage**

Parents' Guide for Booking Appointments

Browse to <https://sirwilliamstanier.schoolcloud.co.uk/>

Step 1: Login

Fill out the details on the page then click the *Log In* button.

Confirmation of your appointments will be sent to the email address you provide.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy, click the Accept button at the bottom.

Teacher	Student	Subject
17:10 Mr J Sinclair	Ben	English
17:25 Mrs D Mumford	Ben	Maths
17:45 Dr R Monamara	Andrew	French

[Accept Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you will see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew
16:30		
16:40		
16:50		
17:00		

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you are finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.