

Dear Parent/Carer

**Re: Reminder - Year 7 Virtual Parents' Evening - Tuesday 30th January 2024**

Following our initial letter, I would like to remind you about your child's Virtual Parents' Evening, scheduled for Tuesday 30th January 2024. This will be an opportunity to hear directly from your child's subject teachers on how they are progressing. If, following the discussions, you or the teacher feel that you need more time, the teacher will make separate arrangements with you. In addition, if you have a particular matter you wish to discuss, please include this information at the time of booking in the comment box to ensure the meeting is as productive as possible.

You should have now received an interim report that details your child's progress in each of their subjects. Please note that it will not be possible to book appointments with your child's Form Tutor or PSHCE teacher. This is in order to maximise the opportunity for bookings to be made with subject teachers.

**All appointments will be online.** Appointments will be available between 3:55 and 7:00pm and are limited to **5 minutes per teacher** - the call will automatically end after this time.

**Bookings will close at 10:00 am on Tuesday 30th January. You can find a booking guide [here](#).**

You will not need to download any additional software to access the appointment. You will receive an email from a platform called the "Parents Evening System" inviting you to book an appointment. You can also book by going to <https://stopsley.schoolcloud.co.uk/> after the bookings have opened. On the evening itself you will need to **open your email and click on the link to start the meetings** at the appropriate time.

If you do not receive the email inviting you to make your appointments, please check your spam/junk folder first, and then contact [admin@stopsleyhighschool.co.uk](mailto:admin@stopsleyhighschool.co.uk) so that we can check your details on our system.

If you have any difficulties booking the appointment remotely please also contact us on the same email address.

Yours sincerely,



**Mr B Blanchard**  
**Senior Year Manager**