



Dear parent/carer,

On the evenings of **Thursday 29th January and Tuesday 3rd February between 3:30pm and 6:30pm**, we will be holding our annual Progress Evening to discuss your child's academic development so far and what they need to target to maximise their potential.

Again, the Progress Evening will take place using the online School Cloud system.

There are some teaching staff who will be available across both evenings in order to engage with as many parents and carers as possible. Please check the School Cloud system carefully to see when staff are available. Please note that it is not possible to book more than one appointment with the same member of staff.

Please see the guide attached for information on how to book appointments for the evening. We would advise you to test that your browser will support the programme in advance of the evening. To do this please run the following: [Twilio Network Test](#). The link to the booking system is as follows [SchoolCloud - Whitchurch High School](#)

Please note the following:

1. This site contains information on how to undertake a call and other relevant information:
[Video: Parents - How to attend appointments over video call – School Cloud Parents Evening \(parentseveningsystem.co.uk\)](#)
2. Should you wish to invite another parent to the appointment then the above link contains instructions on how to do this.
3. During the appointment if you accidentally end the call then simply click the green phone symbol and the call will reconnect.
4. The parent/carer who requested the appointment and received the email must be the person who logs into the system for the call.
5. At the end of the five minutes, the call will simply time out. This will ensure that the timetable runs strictly to time. We apologise in advance should your conversation end abruptly due to this feature.

Appointments will open at 3pm on Wednesday 21st January and close at 23:55 on Wednesday 28th January.

If a teacher is unable to meet for your booked virtual appointment, you will be sent an e-mail in advance so that alternative arrangements can be put in place for you to discuss your child's progress another time.

WHITCHURCH HIGH SCHOOL

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Headteacher **Nick John**

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We hope that you find the consultations useful, so you can help support your child in their studies here at Whitchurch High School.

Yours faithfully,

Damian Farrow

Assistant Headteacher: Assessment, Progress and Skills