



9th February 2023

Dear Parent/Carer,

Year 9 Parents, Options and Careers Evening – Appointment Booking

I would like to invite you to attend our Parents, Options & Careers Evening on Monday 4th March between 4.00pm and 7.00pm in the Sports Centre studio. This is an important event which will provide you with an opportunity to meet your child's subject teachers and discuss their progress, as well as discuss their options for GCSE. Alongside your appointments you will also have the opportunity to visit our careers fair with your child. This event will give you the opportunity to meet with employers, both local and national, to discuss various career paths, including qualification requirements, to help inform your child's options choices.

To ensure you are able to plan your evening, we will be launching the options process to Year 9 students in their Act of Worship on Tuesday 20th February and would like to invite parents and carers to join us for an online session from 6pm to 6.30pm on that same day. A link to the evening webinar will be sent out in ClassCharts at the start of that week. In addition to this, we will be offering drop in sessions in room 100 where you will be able to access further information and advice to help your child make their options choices.

The Academy will continue to use the online appointment booking system called SchoolCloud. This allows you to choose your own appointment times with each subject teacher and you will receive an email confirming your appointments. **Appointment booking will go live at 12pm on Tuesday 20th February** and will close for bookings at 2pm on the day of the parents' evening, after which time bookings will no longer be available. We would like to speak to as many parents as possible as we know that this is the best way for us to work together to help your child succeed. To support parents who may not have been able to make their appointments, we will start to contact those without appointments from Wednesday 28th February. You will need your child's legal name and date of birth to login successfully. If you experience problems when logging in please try alternative titles (Miss/Mrs/Miss).

To ensure staff are able to see as many families as possible, all teachers will be in the sports centre studio and will have 5 minute appointments. We will endeavour to adhere to all timings on the evening and would appreciate it if you were able to arrive between 5 and 10 minutes prior to your first appointment in order to sign in. If a teacher requires a longer conversation with you they may ask to arrange a meeting on a different day.

Please enter the school through the Sports Centre on arrival to sign in. I very much hope that you will attend as by working together with the school, I am confident we can ensure that good progress is made; I look forward to meeting you at our event.

Please find attached a guide for details on how to make online appointments. If you have any queries, please do not hesitate to contact school.

Yours sincerely,

Mrs K Dixon
Vice Principal