



16 January 2024

Dear Parent(s)

Y9 Parents' Evening - Subject Teachers (Thursday 15 February 2024 3.15pm-6pm)

All year 9 parents and carers will have an opportunity to speak in person with their child's subject teachers on Thursday 15 February 2024. The evening will be an opportunity to discuss progress and subject options for year 10.

Appointments will be in person at school and will run from 3:15 to 6pm.

Parents need to sign up for an appointment with their child's subject teachers through SchoolCloud. If you are unfamiliar to this system, guidance has been attached on how to sign up, amend bookings and add additional parents to scheduled meetings.

Appointments will last no longer than 5 minutes.

Parents will need to log into SchoolCloud to book the appointments in advance of the evening itself.

Appointments can be made from 9.00am Wednesday 17 January and will close on Thursday 15 February at midday.

Please visit <https://shottonhall.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included further on in this letter.) Please login with the following information:

- *Student's First Name*
- *Student's Surname*
- *Students' Date of Birth*

Parents can also add another parent into virtual appointments. Please click '**invite parent/guardian**' once appointments are made.

Should you have any questions, please contact the school office and we will be happy to help.

We look forward to speaking with you very soon at the Subject Teacher Parents' Evening.

Yours sincerely

Alex Hook
Head of School