



18 March 2024

Dear Parents and Carers

**Year 10 Parents' Evening (Thursday, 25 April 2024 3.15pm-6pm)**

All year 10 parents and carers will have an opportunity to speak via video call or in person, with their child's subject teachers on Thursday 25 April 2024.

Parents can choose between a virtual **or** an in-person appointment.

- 3.15pm - 4.15pm - virtual appointments
- 4.30pm - 6pm - in-person appointments

Parents need to sign up for an appointment with their child's subject teachers through School Cloud. 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 9am Thursday 21 March and will close on Thursday 25 April 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.) 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