



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Our ref: MJS/SAB
18th October 2021

Dear parents/carers,

We are holding a parents' evening for parents/carers of students in year 11 on Wednesday 3rd November 2021 between 4:30pm and 7:30pm. The purpose is to enable you to discuss your son's/daughter's work and general progress with his/her subject teachers.

Parents' evenings are managed and administered via our online parents evening system:

<https://christopherwhiteheadlanguagecollege.schoolcloud.co.uk>. This allows parents to choose and book their own appointments, subject to availability. The system also provides a video appointment facility. For the foreseeable future and for the safety of all concerned, parents' evenings at CWLC will be held online with staff, parents and students meeting via remote video appointments.

Please note the following important information and instruction steps:

- Appointments may be booked between 6pm on Tuesday 19th October and 9pm on Tuesday 2nd November. Please be aware there will be no access to bookings until this date. After bookings have closed, there will only be access to view, capture or print appointments.
- A maximum of 10 appointments has been set per student with appointment lengths of exactly 5 minutes.
- The SENCo team will also be available. Please only make an appointment with either Mrs D Evans or Mrs Z Taylor if it is absolutely necessary.
- Book one appointment only with the same member of staff. The system will be monitored for double appointments by the administrator and any found reduced to a single.
- Guides on booking appointments and attending video call appointments are included as PDF attachments with the emailed version of this letter. The guides will also be made available on the school website.
- Logins should be applied with the following information:
 - The system uses 'priority 1' parent name stored on the school system; therefore, you may need to try either your name or your partner's name.
 - Student's First Full Name, again as stored on the school system
 - Student's Surname
 - Date of Birth e.g. 26/11/2000
 - Please note that parents of twin siblings will need to book appointments separately for each child.
 - Should you find that the appointments list of a teacher has become full, you may add a waiting list entry for that teacher on your appointments booking page of the site.

As usual, it may be necessary for a few bookings to be altered by the school after closure of the appointments booking window. Any such changes are exceptional and will be kept to a minimum and an advisory will automatically be sent to the primary contact email address supplied by you to the school. Please use your login to print or capture your final appointments list for the evening so that it includes any exceptional or notified amendments.

Please contact your son/daughter's Director of Studies regarding issues with access to the bookings or making appointments, and they will be happy to assist you.

The move of parents' evenings to online video appointments is a major change for all concerned. Your patience and understanding while this new method of operation becomes fully established would be much appreciated. We look forward to you joining us online, via video, on 3rd November.

Yours sincerely,

Mr M Syner
Parents' Evening Coordinator
Director of Studies, Seacole House