

25 June 2021

Dear Parents and Carers,

**Year 7 Virtual Parents' Evening
Tuesday 6 July from 3.00 - 7.00 pm**

I hope this finds you well.

As we approach the end of your child's first year at St. Michael's we would like to offer you the opportunity to speak with their subject teachers. As the COVID restrictions are still in place, this will be a virtual parents' evening using the 'SchoolCloud' platform.

All appointments will be on-line through the video link in the SchoolCloud system; therefore, **you will need access to a camera and a microphone on whichever device you are using.** Appointments will be 5 minutes in length, so please think carefully about any questions you may have beforehand.

To book your appointments please follow the instructions below:

Step 1: Please go to the Academy website homepage where you will find a 'Quick Menu' link in the top right-hand corner. This link will give you a drop-down menu where you should find the option that says 'Parents' Evening System'; click on this link to take you to the log in page.

Step 2: Complete all the details on this page ensuring your email address is the same one which school have on your child's SIMS record. If you are unsure or we do not have an up to date email address for you, please contact the school Office to update this information.

Step 3: Select the teachers from the list that you wish to speak to by clicking on their name; you will then be able to see if they are available and book a slot to meet with them.

You will be receiving a written report for your child that will provide you with an overview of what they have done this year in each subject area.

If you are not available to participate in the virtual parents' evening on 6 July, or if you are unable to book an appointment with a particular member of staff that you feel you need to speak to, you should contact Mr. Briggs, Year 7 Pastoral Learning Manager.

Yours sincerely,



Mrs C Humble
Deputy Headteacher