



# Winchmore School

learning to realise potential

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Headteacher: Jim Owen

Dear Parents' or Carers',

## YEAR 10 VIRTUAL PROGRESS EVENING – Wednesday 10th May 2023

I am writing to inform you that the virtual Year 10 Progress Evening this year will be on Wednesday 10th May 2023. It will commence at 4.00pm and will finish promptly at 7.00pm.

This is an important evening and provides you with an opportunity to meet your child's teachers, discuss their progress and any concerns you may have.

The Progress Evening will be held using Schoolcloud online video conferencing. You will be able to access the meeting on a laptop (with a webcam), tablet or mobile phone.

Details about how to book an appointment with your child's teachers are included in this letter below.

I would be grateful that, if **for any reason**, you are unable to attend the Progress Evening you contact the Head of Year, Mrs Marshall, at your earliest convenience to arrange an alternative appointment.

I am sure you will wish to discuss your child's report with them. This will be sent electronically to the email address you provided to the school in advance of the evening.

Please visit <https://winchmore.schoolcloud.co.uk> to book your appointments. (A short guide on how to add appointments is attached with this letter.) The online appointment system opens at **6.00pm on Thursday 4th May 2023** and will close at **4.00pm on Wednesday 10th May 2023**.

You will need to login with the following information:

Student's First Name:

Student's Surname:

Registration Class:

We look forward to meeting you virtually on the evening of Wednesday 10th May 2023

Yours sincerely,

Mr J Owen,  
Headteacher

## Parents'/Carers' Guide for Booking an Appointment

- The online appointment system opens at **6.00pm on Thursday 4th May 2023** and will close at **4.00pm on Wednesday 10th May 2023**.
- Appointments are on a 'first come first served basis'. Please select one appointment time for each teacher and if you need to make a change to your appointment time after 4pm on Wednesday 10th May please contact the school office.
- **Please note that the meeting will last 5 minutes from its scheduled start time.** This is to ensure that staff can meet as many parents/carers as possible during the evening. I would like to make you aware that there is no way to extend this as the timings are built into the video conferencing system.
- If you wish to speak further to a specific subject teacher about your child's progress, please contact the member of staff separately outside of the parents/carers' evening.
- On the parents'/carers' evening we recommend logging in at least five minutes before your appointment time.

<https://winchmore.schoolcloud.co.uk>