



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: CAG/001

Your Ref:

Date:

February 2024

Dear Parent/Guardian

## **Year 10 Video Parents' Evening – Tuesday 19 March 2024**

You are cordially invited to the Year 9 Video Parents' Evening to be held on Tuesday 19 March 2024 (*Miss Clarke [Food Tech], Mrs Coward [Geography] and Mrs Hale [Child Development] will be taking their appointments on Monday 18 March; Mrs Lycett, [Science] and Miss Poole [Maths] will be taking their appointments on Wednesday 20 March*). The evening will begin at approximately 3:30pm. During the evening you will have the opportunity to discuss your child's progress with individual subject teachers.

These evenings will be held remotely through a video call. The platform from which to do this is the same system that we have used previously to make parents evening appointments (Parents Evening System on School Cloud). We have enclosed some simple step-by-step instructions on how the system operates and through the following link: [Parents](#). Please book your appointments by **2pm on Monday 11 March 2024**, your bookings on the system will confirm your attendance at the evening. After this time the Pastoral Team will contact all parents who have not made any appointments.

To make your appointments please go to, <https://cannockchase.parentseveningsystem.co.uk/>, enter the details and follow the instructions.

If you cannot get an appointment with a staff member because their appointment slots are fully booked, then you will be offered a place on the 'waiting list' (blue button at the top of the teachers' appointments). If you join the waiting list then we will allocate you an appointment if one becomes available or alternatively the staff member will get in touch with you following the evening either via phone call or Class Charts to provide feedback regarding your child's progress.

On the evening, you should log into the same place where you made the appointments and click on 'Join Video Appointments'. Please note that you will need a device that has a forward-facing camera with microphone and speaker (smartphone or tablet/laptop). Appointments are 5 minutes long and start at the scheduled time with a countdown timer visible on the screen, if the appointment is started late, it does not reset the timer. Appointments will end automatically at the scheduled finish time. The booking system now also allows parents to invite another parent/guardian to join the appointment (this will need to be set up before-hand). Instructions on how to do this are available on the school website Parents' Evening page (<https://www.cannockchasehigh.com/news-and-events/parents-evenings>), other useful information is also available on this webpage.

If you do not have access to the internet or a suitable device, please contact Mrs Nolan (Director of Year) [r.nolan@cannockchase-high.staffs.sch.uk](mailto:r.nolan@cannockchase-high.staffs.sch.uk), who will be in touch to arrange alternative methods of feedback from teachers.

If you wish to contact your child's tutor specifically about a pastoral matter, please use Class Charts.

Members of the Leadership Team will be available on the evening, should you wish to speak to them or should you have any issues accessing the system please e-mail them directly for a return call:

[ParentsEvening@cannockchase-high.staffs.sch.uk](mailto:ParentsEvening@cannockchase-high.staffs.sch.uk)

For specific issues relating to accessing the video due to camera or microphone issues, please see link below: [troubleshooting camera and microphone access](#)

We look forward to meeting you on the evening.

Yours sincerely

Mr I Turnbull  
Headteacher

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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