



# ST MARY'S CATHOLIC HIGH SCHOOL

a Catholic Voluntary Academy

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January 2022

Dear Parents/Carers of Year 10 students,

The Parents' Evening for Year 10 students will be held on **Tuesday 18 January** from 4.30pm. It is your **only opportunity** to attend a parents evening for your son/daughter this year and we would urge you to see each of your child's teachers.

The event will be virtual and we expect all Year 10 students to attend and encourage parents to accompany them. It is vitally important that students hear the feedback directly from staff at this key point in the academic year.

Please follow the link below to 'School Cloud' which will allow you to register your account and make appointments for the upcoming Year 10 Parent Consultation Evening on Tuesday 18 January 16.30 – 19.30 pm. To register you will need to use the same details that you have previously provided school with.

[SchoolCloud - St. Mary's Catholic High School](https://stmaryschesterfield.schoolcloud.co.uk/)  
<https://stmaryschesterfield.schoolcloud.co.uk/>

Appointments for each teacher will be available every 5 or 10 minutes throughout the meeting. This will allow both staff and parents the greatest availability of appointments. **The ability to make appointments will end at midday on Monday 17 January.**

Parents should make appointments to see all the teachers available. Appointments will be 5 minutes long.

We ask parents/carers to follow these protocols:

- Conversations should take place in appropriate rooms e.g kitchen, lounge, study and not in a bedroom and all participants should be appropriately attired as they would be for a real life face to face meeting.
- No conversations should be recorded.
- We ask parents from different households to liaise with each other where possible to avoid teachers having to make two separate appointments to discuss the same student, as this will limit appointments for other parents. If you are using an application such as FaceTime or WhatsApp to enable both parents from different households to attend simultaneously, please flag this up to the teacher as a matter of courtesy at the start of the conversation.
- Both teachers and parents/carers have the choice of using audio or video.
- For this very important final parent/teacher meeting we strongly encourage **all** Year 10 students to attend the parents' evening alongside you.
- Please try to be on time as the slot times are not flexible at all and will start/finish exactly on time.
- The final 15 seconds of the appointment will be a break for both the parents and staff member to prepare for the next appointment.
- We really value positive and constructive relationships between staff and parents/carers and it is important that this is maintained. Therefore, please note that in the extremely unlikely event of verbal abuse, staff will end the conversation and the parent/carer will be removed from the online meeting and subsequent appointments.

*Live, Love and Learn in the Light of Christ*

If you have any problems creating an account or making appointments, please contact school via email [enquiries@stmaryschesterfield.org.uk](mailto:enquiries@stmaryschesterfield.org.uk). If you are not able to attend the meeting, please inform us through this email address too.

We have provided the following tips that parents/carers may find useful:

- Please read the guide carefully beforehand to ensure you are using a suitable browser.
- Try logging on up to an hour before - if you can't see "Join Video Appointments" check as below.
- The same parent/carer who made the appointments MUST be the one to log in as the appointments are linked to his/her details only and NOT to the other parent/carer.
- Check the names match exactly what we have on the system.
- Check the email address - in some instances the system shows that parents/carers are sharing the same email address which you may have forgotten.
- Make sure your camera and microphone and volume are fully enabled in your settings and that you have allowed the system to access them.
- Better sound is achieved if only one person speaks (closely) to the microphone at a time.
- If one party loses connection, please just wait whilst they log in again - you should be able to resume.
- If there is a sound/display issue, try clicking the microphone/camera icon off and on again.
- If there is still an issue, try logging off and logging on again or try another device.
- Keep an eye on your email/appointments in case the teacher has a later slot they could book you into.
- If possible have a backup device ready for you to log on and use.
- We cannot do any more on the night so please be forgiving in case of technical hitch. If you miss a conversation please email [enquiries@stmaryschesterfield.org.uk](mailto:enquiries@stmaryschesterfield.org.uk) and we will try our best to provide you with a subsequent conversation with the teacher.

We welcome any feedback that will help us make any improvements for future meetings and please do not hesitate to contact school if you have any questions or queries.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A Breedon'. The signature is fluid and cursive, with the first letter 'A' being particularly large and stylized.

**Mr A Breedon**  
**Assistant Headteacher**