

April 2024

Dear Parent / Carer

### **Year 7 Subject Evening**

We are delighted to invite you and your child to the online Year 7 Subject Evening on **Thursday 25<sup>th</sup> April 2024 from 4pm to 7pm.**

At this evening, you will be able to discuss your child's progress and any gaps in learning which need to be addressed. It is important that, where possible, parents and students attend this event.

We will be using the online system of booking appointments. These can be made by logging in to 'MyHighcliffe' via the parent's portal, or by your child logging in to their own version. Once logged in, select 'Events -> Subject Evening -> Year 7 Parents Evening'. The system will show your child's teachers' availability. This system will go live on **Thursday 18<sup>th</sup> April at 3pm** and will accept bookings until 8pm on Wednesday 24<sup>th</sup> April.

Should you be unable to book an appointment for a teacher you wish to see please email [office@highcliffeschool.com](mailto:office@highcliffeschool.com) and teachers will be asked to get in touch with you.

#### **Before the evening:**

Please ask your child about the progress they feel they are making in their subjects: Ask to see their work and examples of feedback on their work. Look at the information provided on 'MyHighcliffe' and at the most recent Continuous Assessment information. Make a note of any questions you may wish to ask during the evening such as:

*How much progress has my child made in this subject? How is his/her attitude to learning in this subject?*

*What does my child need to do in order to improve? How can I support my child's progress?*

#### **On the Evening:**

From 3pm on the evening of the event, a link will be clearly visible on MyHighcliffe allowing you to access your 'virtual room' and teachers will join you online at the appropriate time. Appointments will last a strict five minutes to allow teachers to see as many parents as possible. Any areas that need discussing beyond the five minutes should be discussed after the evening.

Some points to help the evening go smoothly:

- If you receive a text message from a teacher asking you to book an appointment this means the teacher is keen to see you and has information they wish to share. Please follow the link and book an appointment.
- As a backup, we will try to phone you on the evening if the technology lets us down
- Where possible, please try and use Google Chrome on your desktop or laptop
- Speakers, Webcam and a microphone are required (or headset). When you first access the system, you will be prompted to enable your webcam and microphone. Please accept these notifications and try to test your speakers/headphones before the evening
- The online meeting software will work best from a computer or laptop. It will also work from most phones and tablets but headphones with microphones should be used
- Please try and arrive in your 'virtual room' around ten minutes before your first appointment time
- Keep an eye on the time you have remaining – teachers will warn you if nearing the end. At the end of the five minutes the appointment will end automatically
- On the evening, keep an eye on your mobile phone as, if we need to communicate with you due to issues, we will text you

We understand that this evening will be 'different', and we may run into some technical issues along the way, but we will do all we can to contact you. Where possible, we strongly advise you to attend this evening with your child so we can work together to ensure that successful outcomes are achieved at the end of Year 7.

**After the evening:**

There will probably be common strands in the information you receive from your child's teachers. Make time to discuss these with your child; both the positive aspects of their learning and the development points that have arisen. If necessary, you may wish to talk further to someone at the school. Please contact myself, in the first instance, and I will give you advice about who can provide the appropriate support.

May I thank you for your continued support and co-operation.

Yours faithfully



Mr K Witton  
Head of Achievement – Year 7