



9th January 2025

Headteacher - Patrick Earnshaw

Deputy Headteacher - Mathew Downs

Dear Parent/Guardian

Year 9 Subject Evening

We are delighted to be able to invite you and your child to an online Year 9 Subject Evening on **Thursday 6th February 2025** from 4:00pm to 7:00pm.

At this evening, you will be able to discuss your child's progress which makes it important that parents and students attend this event. This evening is very important, and your attendance would be greatly appreciated.

We will be using the online system of booking appointments which can be done by logging in to 'MyHighcliffe' via the parent's portal, or by your child logging in to their own version. Once logged in, select 'Year 9 Parents Evening Bookings'. The system will show your child's teachers' availability. This system will go live at 9am on Wednesday 29th January and will accept bookings until 8pm on Wednesday 5th February.

Before the evening:

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 recent Progress Check information which will be published this week. 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 3:30pm 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 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.

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 five 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.

After the evening:

There will probably be common strands in the information you receive from your child's parents evening. Make time to discuss these with your child, both positive aspects of their learning and the development points that have arisen from it.

If necessary, you may wish to talk further to someone at the school. Please contact me in the first instance, and I will give you advice about who can provide the appropriate support.

May I thank you for your support and co-operation and we look forward to meeting you.

Yours faithfully.



Miss C Fellingham
Head of Achievement – Year 9

