



17 November 2022

Dear Parents and Carers,

Sixth Form Parents' Consultation Evening: Year 12

Our Parents' Consultation will take place on Wednesday 23rd November and appointments will be available from 4.00pm to 7.00pm. Teaching staff will be meeting with you in the sixth form centre, the Tony Barnes Building. In many cases, students are taught a subject by more than one teacher and most will agree to make appointments together, but we expect our students to ensure that all necessary appointments are made to avoid any missed opportunities to celebrate their hard work and map their path forward. Where your son or daughter is underachieving, please ask to be informed of planned intervention strategies to enable them to make necessary progress. In this way, you can monitor progress and provide appropriate support.

The online appointment booking system used previously, SchoolCloud, can be used to make in person appointments. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments to bring with you on the day.

Please find on the following page some further advice and guidance on how the system operates and making appointments.

Please do not hesitate to get in touch if you have any queries.

We look forward to seeing you.

Yours sincerely

Mr L Clarke
Head of Sixth Form

Headteacher Mrs Colette O'Dwyer
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When can I start making appointments from?

Appointments can be made from Friday 18th November at 3:00pm and will close on Tuesday 22nd November at 3.30pm. Should you wish to make any changes after this time, please contact a member of the Sixth Form team at sixthformenquiries@parkhighstanmore.org.uk

How do I book appointments?

Please visit <https://parkhighstanmore.schoolcloud.co.uk> to book your appointments. This link will also be available on the School website. A message with your login details will be sent to your Edulink account. Please log in <https://parkhighstanmore.schoolcloud.co.uk> with the following information, as detailed in the Edulink message.

- Parent's first name
- Parent's surname
- e-mail address (confirmation of appointments will be e-mailed to this address)
- Student's preferred first name
- Student's preferred surname
- Student's date of birth

If you have any problems accessing your Edulink account, please contact the Sixth Form team.

Please ensure that this login data is inputted exactly how it is detailed in your Edulink message.

Who do I book appointments with?

We would like you to book appointments with all your child's teachers, as feedback on their progress is very important at this time. In subjects where students are taught by more than one teacher, they will have been informed who to book with. Please ensure that you only book one appointment per teacher to ensure that all parents/carers have an opportunity to book.

When do I need to book appointments by?

Appointments can be booked up to 3:30pm on Tuesday 22nd November.

When should I attend on the evening for my appointments?

Please arrive 5 minutes before your first appointment. Keep note of your appointment times or have the email available so that you know which order to visit teachers. Should you have any problems, please contact a member of the Sixth Form team (Mr Clarke, Mrs Rahman, Mrs Pindoria).

How long are appointments?

For most subjects the appointments will be for five minutes per teacher, however, some subject teachers have requested longer, which you be able to see when you come to book. We would ask that appointments are attended punctually to ensure best use of the time available.