



Headteacher: Mr H Kutty BA Hons

If you would like this letter translated, please contact us at the school.

November 2021

Dear Parent / Guardian,

Year 8 Progress Week appointments – week commencing Monday 29th November 2021

I am pleased to write, inviting you to your child's Year 8 Progress Week appointment. For parents of year 8s, it is a great opportunity to review how your child has settled back into secondary school life and talk through your child's first CTL report of the year.

Your 10 minute, online, appointment will enable us to review how your child is getting on and answer any questions you may have so far or about the remainder of the academic year.

We will use the same system as for Parents Evenings, Schoolcloud, to schedule appointments. The system is easy to use and I have attached a brief guide to help you book your appointment.

You will only need to **book one appointment** with your allocated senior member of staff and we are offering a range of time slots between Monday 29th November 2021 and Wednesday 1st December 2021. Your child will be in school during the appointment times so we will ask them to leave their lesson for 10 minutes so they can join the meeting too.

Bookings will open at 6pm on Monday 15th November 2021 and close at 6pm on Friday 19th November 2021. The earlier you get online and book, the more likely you are to get a slot that suits your own commitments. Please use the attached Parents Guide to login and book.

We offer the choice of either a video meeting using the online system or a phone call. The default is a video meeting using the facility within the Parents Evening booking system. If you would like a phone call appointment, simply put your contact phone number into the message box which pops up when you select an appointment time.

The Cantell team are very much looking forward to meeting with you online.

If you have any questions or concerns, please do not hesitate to contact me david.gill@cantell.co.uk

Best wishes.

Yours sincerely

Dave Gill
Assistant Headteacher
david.gill@cantell.co.uk



Below are some FAQs that may answer some initial questions you may have about the progress weeks:

Is the meeting with the parent/carer or the child?

We would like to meet with both parent(s)/carer and their child. It is really valuable for us all to meet together.

As your child will be in school for the appointment time, we will organise for your child to join the member of staff in school for the appointment time that you have booked.

Does it matter if I am a few minutes late for the appointment?

In order to fit all the appointments in, we are running them every 10 minutes. Your allocated time will run for 10 minutes from your appointment start time. If you are in an online video meeting, the system will automatically disconnect at the end of your 10 minute appointment.

Is there anything we need to prepare for the meeting?

Not really. It might be useful to have your child's most recent report available. Do think about any questions you would like to ask us.

We are unable to book the meeting due to internet issues. What shall we do?

Please contact Mrs Triggs-Rogers on 023 8032 3111 who will be happy to arrange a phone call appointment on your behalf. Mrs Triggs-Rogers can also assist you, should you wish to make any changes to your time booked.

