



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

THROUGH GOD, WE CARE

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THE CHURCH OF ENGLAND
Diocese of Chester

JK/CO/ADMIN/ALLDEPTS/PARENTSEVENING/Y9PARENTSEVE

January 2023

Dear Parent/Carer,

Year 9 Parents' Evening Monday 30th January 3:30-7pm

I would like to invite you to our **Parents' Evening** on **Monday 30th January**. This is an important evening where you can discuss with subject teachers your child's progress and possible Option choices and suitability of subjects for your child.

This Parents' Evening will be **face to face in school** and all teachers are looking forward to having conversations in person. We will be using **School Cloud** as a booking system which allows you to book the appointment times that are convenient for you and is more efficient than your child having to book appointments with subject teachers on your behalf. The platform for the evening is **now live** so bookings can be immediately. Appointments will be available from **3:30pm-7pm**.

Appointments will last for 5 minutes, with teachers having a timer on the desk to ensure that times are adhered to and prevent any appointments being missed due to other appointments over running. If there are any questions or discussion that will take longer than the time available on the evening, subject teachers can respond via email or a telephone conversation at a convenient time for yourself. A map has been attached with this letter to highlight the location of our subject teachers on the evening to assist you the bookings of your appointments.

Please visit <https://boteler.schoolcloud.co.uk> or click on **"Parents' Eve"** on **the top right of the school website homepage** to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: «Forename»
Student's Surname: «Surname»
Student's Date of Birth: Drop down menu

I have included a link below which gives guidance to parents on how to attend appointments over video call.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours faithfully,

Mr J Koltan
Senior Assistant Headteacher



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