



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: CAG/001

Your Ref:

Date:

27 January 2025

Dear Parent/Guardian

Sixth Form Video Parents' Evening – Wednesday 12 February 2025

You are cordially invited to the above Parents' Evening t. The Evening will run approximately 3:30pm to 7.30pm. During the evening you will have the opportunity to discuss your child's progress with individual subject teachers through a video call.

This event will be held remotely. The platform from which to do this is the same system that we have used previously to make parents evening appointments (Parents Evening System on School Cloud). We have enclosed some simple step-by-step instructions on how the system operates and through the following link: [Parents](#). Please book your appointments by **2pm on Monday 3 February**, your bookings on the system will confirm your attendance at the evening. After this time the Pastoral Team will contact all parents who have not made any appointments.

To make your appointments please go to, <https://cannockchase.parentseveningsystem.co.uk/>, enter the details and follow the instructions.

If you cannot get an appointment with a staff member because their appointment slots are fully booked, then you will be offered a place on the 'waiting list' (blue button at the top of the teachers' appointments). If you join the waiting list then we will allocate you an appointment if one becomes available or alternatively the staff member will get in touch with you following the evening either via phone call or Class Charts to provide feedback regarding your child's progress.

If you wish to contact your child's tutor specifically about a pastoral matter, please use Class Charts.

On the evening, you should log into the same place where you made the appointments and click on 'Join Video Appointments'. Please note that you will need a device that has a forward facing camera with microphone and speaker (smartphone or tablet/laptop). Appointments are 5 minutes long and start at the scheduled time with a countdown timer visible on the screen, if the appointment is started late, it does not reset the timer. Appointments will end automatically at the scheduled finish time. The booking system now also allows parents to invite another parent/guardian to join the appointment (this will need to be set up before-hand). Instructions on how to do this are available on the school website Parents' Evening page (<https://www.cannockchasehigh.com/news-and-events/parents-evenings>), other useful information is also available on this webpage.

If you do not have access to the internet or a suitable device, please contact Mrs Fisher (Director of Year) e.fisher@cannockchase-high.staffs.sch.uk, who will be in touch to arrange alternative methods of feedback from teachers.

Members of the Leadership will be available on the evening, should you wish to speak to them or should you have any issues accessing the system please e-mail them directly for a return call:

ParentsEvening@cannockchase-high.staffs.sch.uk

For specific issues relating to accessing the video due to camera or microphone issues, please see link below: [troubleshooting camera and microphone access](#)

We look forward to meeting you on the evening.

Yours sincerely

Mr I Turnbull
Headteacher

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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