

12 January 2020

Dear Parent / Carer

Year 9 Online Progress Evening (9BPE, 9JBU, 9WDA) - Wednesday 20 January

I am writing to invite you to the Year 9 Online Progress Evening on Wednesday 20 January from 3:30pm until 6:00pm. This will be an opportunity to discuss your child's progress and address any concerns that you or their teachers may have.

The school has introduced a new, intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Attending the appointments online, via a phone, tablet or laptop is also very straightforward. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from Tuesday 12 January. Please visit <https://workingtonacademy.schoolcloud.co.uk> to book your appointments. Once you've made your appointments you will receive a confirmation email with everything you need to join the online appointment on the evening. A short guide on how to add appointments is included with this letter.

Please have the following information ready to login:

Your Details

Title	First Name	Surname
Mr	John	Smith
Email		Confirm Email
jsmith@email.com		jsmith@email.com

Student's Details

First Name	Surname	Date of Birth		
Joe	Smith	1	January	2010

The information, including the email address must match what we have on the school system. If you are having difficulty logging in, or need support in making the appointments, please contact the school via telephone on 01900 873926 or via email at office@workingtonacademy.org

You can also contact the school if you have issues with connecting to the internet.

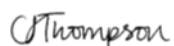
Some things to note when making appointments:

- When making appointments for PE, there are four options. Please choose the most appropriate member of staff. For Boys, this will be Mr Holliday or Mr Wilkinson and for girls this will be Miss Twedde or Mrs Marshall.
- For appointments for Music, please book an appointment with Mr Marshallsay. Please note that the subject may appear as Drama.
- Only book an appointment with myself if you have a specific issue to discuss.

Parental engagement is a key factor in ensuring students succeed and as you will be aware, Year 9 is a crucial time for our young people. The students will soon be in the process of choosing their GCSE Options, so attendance at this progress evening is very important.

Thank you in advance for your continued support which is vital in ensuring that your child continues to 'be the best they can be'.

Yours sincerely



Mrs T Thompson

Director of Learning Year 9