

1 October 2021

Dear Parent / Carer

Year 11 Online Progress Evening 13 October 2021

I am writing to invite you to the Year 11 Online Progress Evening on 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. 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.

Appointments are 5 minutes long, and under the School Cloud system these cannot be extended. For the majority of appointments, we have found that 5 minutes is long enough for a meaningful, constructive discussion. If on the evening, you find that 5 minutes has not been long enough to resolve all outstanding issues, please email office@workingtonacademy.org with the details so that a follow-on conversation can be scheduled.

Parental engagement is a key factor in ensuring students succeed.

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

A handwritten signature in black ink, appearing to read 'D Sewell', with a stylized, cursive script.

Mr D Sewell

Director of Learning Year 11