



# St Michael's Catholic College

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[www.stmichaelscollege.org.uk](http://www.stmichaelscollege.org.uk)

Principal: Ms Felicity Corcoran  
Vice Principal: Ms Charlotte Sayed  
Vice Principal: Ms Joanna Nottage

13<sup>th</sup> December 2023

Dear Parent/Carer,

## **Year 11 Parents Evening – Thursday 11<sup>th</sup> January 2024 at 16:00–18:30**

We are writing to you with information about the upcoming face-to-face Year 11 Parents Evening, which provides you with the opportunity to discuss your child's progress with their subject teachers at St Michael's.

As you can appreciate, where some teachers teach significant numbers of students, there might be limited free appointment slots as they get booked up by parents/carers. If there are no appointment slots left and it is urgent that you speak to that member of staff, please contact the school to make an alternative time to discuss your son/daughter's progress.

**Please note the event must be attended to inform next steps for your child. The partnership between parents/carers and St Michael's is crucial and has a positive impact upon your child's academic success.**

- To make your appointments simply click this link <https://smcc.schoolcloud.co.uk/>.
- You will be asked for a **login code** to access the appointment page, which **will be given to your child**.
- Your schedule of appointments will be sent to your email address.
- **Appointments can be booked from 12pm on Thursday 14<sup>th</sup> December and by 12pm on Wednesday 10<sup>th</sup> January.**
- Please arrive before your first appointment.
- During the evening, there will be a clock on the screen in both the Main Hall and Canteen as appointments will end after exactly five minutes. A colleague will prompt parents to move every five minutes.

**On the day, we want parents and students to have the best possible experience. Please note:**

- You should arrive into reception from 15:45 or five minutes before your first appointment.
- No parking is available at the College.
- Only one parent/carer attends with their child at the college.
- Due to space limitations, we are unable to accommodate any pushchairs or prams.

**Following assessments, we are also identifying students who are not yet making the desired levels of progress and consequently would benefit from additional support. The parents/carers of those students will be contacted to arrange a further face-to-face meeting in the College on Tuesday 16<sup>th</sup> January, to provide specific and agreed interventions for your child after the parent evening event.**

If you have any queries, please contact us at the school via [contact@stmichaelscollege.org.uk](mailto:contact@stmichaelscollege.org.uk).

Yours faithfully,  
Miss C. Hayden  
Leader of Learning, Year 11

Mr J. Ferguson  
Deputy Leader of Learning, Year 11

