



St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

where everyone can succeed



Tel: 0191 2153260 Fax: 0191 2153279

admin@st-marys.newcastle.sch.uk

www.stmarysnewcastle.co.uk

22nd June 2021

Dear Parent/Carer,

We would like to invite you to our Student Progress Day, which will take place on Wednesday 14th July 2021 between 9am until 5pm.

As detailed in Miss Patterson's recent letter, on this day, all Parents/Carers will be invited to attend a remote meeting with their child's Form Tutor at a suitable time during this day. During this meeting you will be able to discuss your child's progress across all subjects in school, as well as receive a pastoral/holistic update on how your child is progressing at St Mary's. The Achievement 2 report will help to inform discussions during the Progress Day and this will be sent to you in advance of the day. Your child's Form Tutor knows your son/daughter very well and, as well as discussing subject achievement, they will also be able to discuss your child's contribution to the school more widely, including their contribution to the form group and to any extra-curricular activities they have been involved with this year.

On this day, students will be able to either work from home completing high quality work, which will be uploaded to Teams, or alternatively parents will be able to choose to send their children into school as normal. We will have an amended school timetable in place on this day for any students who attend school, led by teachers who are not involved in the Progress Day. Therefore, no learning time will be lost. If you would like your child to attend school on Wednesday 14th July, then please contact our main school office via telephone or email admin@st-marys.newcastle.sch.uk by Friday 2nd July.

We will be using a system called 'SchoolCloud Parents' Evening System' and you will be able to make appointments to speak to your child's form tutor via a video call. It is a simple system to use and only requires you to use your name, your child's name and date of birth to log in. SchoolCloud is a website platform, and can be accessed from iPhone and Android phones, iPads and tablets, as well as laptops and desktop devices. However, if any parents do not have access to IT or would prefer a telephone appointment, then please contact your child's Head of Year.

I have attached a step-by-step guide (see below) showing how to log in and make your appointments. The details you require to log in are below and they must match the details we have on our school system:

- Parent/Carer's first name and last name
- Your child's first name and last name
- Your child's date of birth.

Bookings for Progress Day are on a first come, first served basis. Bookings will open on **Friday 25th June at 9am** and bookings will close on **Friday 9th July at 3pm**. You can make your appointment by logging in using the details above on the following website <https://stmaryscs.schoolcloud.co.uk>

Appointments will be 10 minutes long to enable staff to speak to as many parents and carers as possible whilst having sufficient time to discuss each child in detail. The SchoolCloud system will automatically end appointments at the

scheduled time to ensure that other parents' appointments are not delayed. A countdown timer will be visible on your screen so you are able to complete your discussion in the time available. Teachers cannot extend or reschedule appointments during Progress Day. However, if you do have additional questions following the meeting, please do get in touch with us.

To help you join your meetings on the day we recommend reading the attached guide or watching the short parent and carer guide video by clicking on this link <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

There will be one appointment slot available per student and therefore if both parents would like to attend the Progress day, they will need to join the same meeting. Please click on this link for further guidance on how two parents/carers can join the meeting. <https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

If you have any queries please do not hesitate to get in touch with your child's Head of Year.

Yours sincerely



Miss Largue
Director of Student Support