



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Our ref: CLA/SBA
October 2025

Dear parents/carers,

We are holding a progress (parents') evening for parents/carers of students in year 9 on **Thursday 13th November 2025** between 5:00pm and 8:00pm. The purpose is to enable you to discuss your child's progress, attainment and targets for learning with their subject teachers. It will also provide you with an opportunity to discuss potential option choices at KS4.

Progress evenings are managed and administered via our online system:

<https://christopherwhiteheadlanguagecollege.schoolcloud.co.uk>. This allows you to choose and book your own appointments, subject to availability. The system also provides a video appointment facility. For the foreseeable future and for the safety of all concerned, progress evenings at CWLC will be held online with staff, parents/carers and students meeting via remote video appointments.

Please note the following important information and instruction steps:

- Appointments may be booked between **6:00pm on Wednesday 5th November and 3:20pm on Wednesday 12th November 2025**. Please be aware there will be no access to bookings until this date. After bookings have closed, there will only be access to view, capture, or print appointments.
- A maximum of 10 appointments has been set per student with appointment lengths of exactly 5 minutes.
- Please only make an appointment with: Mrs. L. Cutress (SENCo), for students who are on the SEN register or have an EHCP. Mrs. K. Mazurczak for (Exam Access Arrangements) and Mrs. C. Watts (Careers Adviser) or your child's learning mentor if it is **absolutely necessary**.
- Book one appointment only with the same member of staff. The system will be monitored for double appointments by the administrator, and any found reduced to a single.
- Guides on booking appointments and attending video call appointments are included as PDF attachments with the emailed version of this letter. The guides will also be made available on the school website.
- Logins should be applied with the following information:
 - ☐ The system uses 'priority 1' parent name stored on the school system; therefore, you may need to try either your name or your partner's name.
 - ☐ Student's First Full Name - again as stored on the school system.
 - ☐ Student's Surname
 - ☐ Date of Birth e.g. 26/11/2000
 - ☐ Please note that parents of twin siblings will need to book appointments separately for each child.
 - ☐ Should you find that the appointments list of a teacher has become full, you may add a waiting list entry for that teacher on your appointments booking page of the site.

As usual, it may be necessary for a few bookings to be altered by the school after closure of the appointments booking window. Any such changes are exceptional and will be kept to a minimum and an advisory will automatically be sent to the primary contact email address supplied by you to the school. Please use your login to print or capture your final appointments list for the evening so that it includes any exceptional or notified amendments.

Please contact your child's Director of Studies regarding issues with access to the bookings or making appointments, and they will be happy to assist you. We look forward to you joining us online, via video, on 13th November 2025.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C Arif', is placed within a light grey rectangular box.

Mrs C Arif
Progress Evening Coordinator
Director of Studies, Seacole House