



The Talentum Learning Trust

**Westwood**  
**College**

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**CEO & Executive Headteacher: Mr A Shaw**  
**Headteacher: Mr M Taylor**

Our Ref: TYL/LWS/jc

1<sup>st</sup> March 2021

Dear Parent/Carer

**Re: Year 11 Parents Evening on Thursday 11<sup>th</sup> March 2021**

The Year 11 Parents Evening will take place on Thursday 11<sup>th</sup> March 2021, between 4.30pm and 6.30pm, to discuss the progress of your son/daughter.

We feel this is a most important occasion and would encourage you to make an appointment.

We will be using an online service called SchoolCloud which enables you to make an online call with teachers using a laptop, desktop, tablet or smartphone. Please choose a device with a microphone and camera if possible. Please visit the following website <https://westwoodcollege.schoolcloud.co.uk> to register and book your appointments using the instructions attached for guidance.

We recommend that once you have booked your appointments, you join the meeting and test your microphone prior to the evening. Please note, the appointment times are available to book at fixed intervals of six minutes. You will see a timer at the bottom of the screen which will show you how long you have left to finish your conversation before you are automatically cut off and moved onto your next appointment.

Appointments can be made from **8.00am on Thursday, 4<sup>th</sup> 2021 and will close on Thursday, 11<sup>th</sup> March 2021 at 12 noon**. You may choose to see up to 7 members of staff but please only make one appointment per teacher. Please check with your child which member of staff is currently teaching them

We suggest you join a few minutes before your first appointment to allow you to have your full allotted appointment time and to ensure you are connected to the meeting.

You will receive a reminder of the Parents' Evening via email once you have booked appointments and on the day of the Parents' Evening.

Yours faithfully

Mr M Taylor  
Headteacher