



January 2024

Dear Parents

## **YEAR 11 PARENTS' EVENING: THURSDAY 1<sup>st</sup> FEBRUARY**

We will hold the year 11 parents' evening on Thursday 1<sup>st</sup> February 2024, 1600-2000 where you will have the opportunity to meet with each of your child's subject teachers; this event will be held in the main school building – please enter via reception. We will be using our new school software – Synergy – to manage bookings for this event. Instructions explaining how to make bookings are shown overleaf. All year 11 students were provided with a paper copy of the access codes for parental access to Synergy earlier this term. If this letter did not reach home or has subsequently been lost, please contact [synergy@cchs.ssip.uk](mailto:synergy@cchs.ssip.uk) so that we can arrange for the parental access codes to the Synergy portal/app to be re-issued.

Due to staff working patterns, some Geography classes will have alternative appointments, available on Tuesday 30<sup>th</sup> January and Wednesday 31<sup>st</sup> January, 15:00-17:00. For parents who would be unable to attend in person during those time slots, please contact the relevant teacher via the Synergy Contact Gateway and a telephone appointment at a mutually convenient time will be arranged.

Results from the recent mocks will be issued on Friday 26<sup>th</sup> January and will be shared electronically via Synergy.

Yours faithfully

**Mr P. Reid**  
Assistant Headteacher

**Ms L. Lewis**  
Head of Year 11

# SCHOOL SYNERGY

## Parents' Evening Booking System

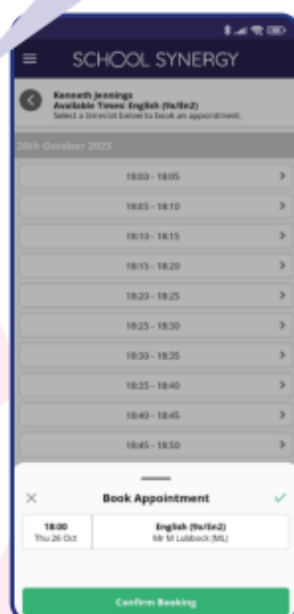
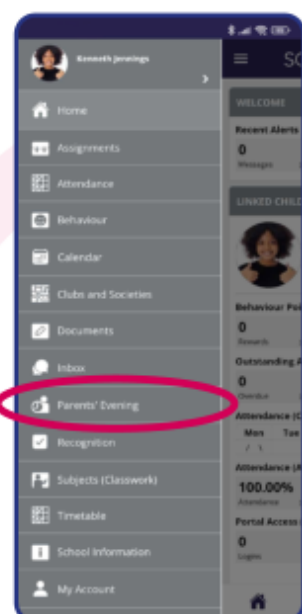
Book your appointments through the Parent Portal. Simply click or tap the the main menu and select Parents' Evening to view available events.

### Who Makes Appointments?

Depending on your school, all parents and carers may be able to book appointments. If parents are to attend together, **only one** parent needs to make appointments through their Parent Portal account.

### Booking Appointments

If you have more than one child at school, tap here to switch between.



1 Once logged into your App or account via the web, open the side menu and select Parents' Evening.

2 Available events for the selected student will be shown. Select a teacher or class to see availability.

3 Available times will be displayed. Choose a suitable time, then tap to confirm the booking.

4 Repeat the process to add more appointments.

### Multiple Children

Parents with more than one child in the same year can create bookings for each child and their teacher. If parents wish to split the duty so that each parent books a different teacher for the same time, they will need to do so by using their separate portal account.

### Changing or Cancelling Appointments

Existing appointments can be edited, cancelled and re-booked from the Bookings tab.



Click here to take a 2 minute tour of the Parent Portal or scan this QR code with your phone



A complete and intuitive school system