



Aylsham High School

Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child

Dear Parent/Carer

December 2025

YEAR 8 Parent and Carer Evenings

I would like to invite you to attend your child's parent and carer evenings (PACEs). These events are going to take place remotely using SchoolCloud. During the virtual evenings you will have an opportunity to talk with your child's subject teachers. These evenings are a crucial part of the support process for our students, as they present an opportunity to have face-to-face meetings which can be incredibly powerful for both students and parents/carers. I strongly urge **you and your child to attend**, if you can, and to make sure you see as many of their teachers as possible.

PACEs, for each year group, will take place over two evenings. This is to allow teachers who work on a part time basis to attend these events. We would expect the majority of appointments to take place on the first day allocated for the event. The events will take place from 3.50pm until 7.00pm for the majority of appointments. Some teachers will have their appointments slightly outside of these times, however, all staff will have the same number of appointments available to families during the evenings. SchoolCloud will show clearly which staff are available on which evening and the timing of their available appointments.



Business & Enterprise



LEADERSHIP in LEARNING
The Cambridge Network

Priority night – Monday 19th January 2026

Secondary night – Tuesday 20th January 2026

Appointment booking windows:

- **First date with restrictions – Friday 12th December 4pm**
- **Second date for further appointments – Wednesday 7th January 4pm**
- **Close for priority night – Monday 19th January 12pm**
- **Close for secondary night – Tuesday 20th January 12pm**

Parent and Carer Evening information: <https://www.aylshamhigh.com/ahsparentsevening>

Click here to access SchoolCloud: <https://aylshamhigh.schoolcloud.co.uk/>

Guidance about SchoolCloud:

<https://www.aylshamhigh.com/ahsinstructionsforschoolcloud>

If parents are separated, we kindly request that only one appointment per child per subject teacher is made for PACEs to allow teachers to see as many families as possible. Both parents are able to join the video appointment with their child's teacher/s at the same time from different devices and locations; guidance on how to add a parent to appointments can be found at the end of this letter and is also available on the school website.

Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle

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SchoolCloud Parent and Carer Evening (PACE) Instructions

Please be aware of the following to help you get the most out of the parent and carer evenings:

1. Using SchoolCloud

Please visit <https://aylshamhigh.schoolcloud.co.uk/> to book your appointments. Guidance on how to book appointments, amend your bookings or add an additional parent/carer can be found on the school website here: [Instructions for SchoolCloud - Aylsham High School](#)

2. Restrictions to booking windows

The majority of teachers will be available on the first night. To ensure all families have the opportunity to make some appointments, we will initially restrict appointments to five per student.

Once families have had time to complete their initial booking, we will open up the booking system so that further appointments can be made. Therefore, please ensure that you have made your initial appointments by the date required.

We will send a message, via ParentMail, to remind you of the booking window opening and closing dates.

3. Waiting lists

Please be aware that it is not possible for teachers to see all the students they teach at parents/carers' evening as some teachers will teach more than one group. SchoolCloud operates a waiting list system for teachers who are oversubscribed, so please select this option if one or more of the teachers you wish to meet do not have any available appointments. If there are any cancellations we may be able to add parents/carers and students from the waiting list before 12pm on the day of the parents' evening. We will require confirmation from you in order to add these additional appointments, so please keep an eye on your appointment list when you first log in on the evening. If you have not been successful in speaking with a teacher and would like further information about your child's progress, please email the head of department for that subject.

Email addresses for staff can be found on the school website:
<https://www.aylshamhigh.com/usefulcontactsandemailaddresses> .

4. Appointment times

Each appointment time is 5 minutes. To help the evening run smoothly there is a 1 minute transition time between each appointment. The SchoolCloud system will time each appointment, ending the appointment at the allotted time. There will be a countdown timer visible so that everyone can see how much time is left of the meeting. The system will end the appointment at the time required which may mean that conversations could be cut off. Please note that this is not controlled by the teacher. Therefore, it will be important to keep an eye on the clock and to ensure that conversations focus on the points that need to be covered in the time allowed.

5. Cancellations

If, for whatever reason, you and your child are unable to attend the parent and carer evenings, we would be very grateful if you would log into the SchoolCloud system to cancel your appointment(s) or email the school at office@aylshamhigh.norfolk.sch.uk giving your child's full name. This allows the appointment(s) to be used by other families. Guidance on how to cancel or amend appointments can be found on our website: <https://www.aylshamhigh.com/ahsinstructionsforschoolcloud>.

6. Camera and microphone

Families will need to have use of a device, which has a camera and microphone and can access the internet, in order to attend this event. If you require support with your device please contact our pastoral family liaison officers via pflo@aylshamhigh.norfolk.sc.uk

7. Teacher absence on the day

If any member of staff is unavailable on the day, we will update SchoolCloud and cancel these appointments. If you wish to receive feedback from any teacher who is absent, please contact the school via office@aylshamhigh.norfolk.sch.uk and your email will be forwarded to the named staff member(s).

8. Pastoral/SEN concerns

If you have any pastoral concerns or would like to speak to your child's head of house or form tutor, please email deptpastoral@aylshamhigh.norfolk.sch.uk in the first instance. All communication will be looked at on a daily basis and forwarded to the appropriate person. Please state clearly your child's name, year and tutor group in your email.

Mr Sweatman, one of our Special Educational Needs Coordinators (SENCo) or Mrs Heys, Assistant SENCo, will be available at each year's parent and carer evenings (on the secondary nights). If you have any queries about how your child's needs are met at AHS, please do make an appointment via SchoolCloud. If your child is taught by Mr Sweatman, please only make one appointment with him as any concerns can be discussed within the appointment for both the subject and your child's needs. This allows for more families to have an opportunity to book an appointment. If you are unable to attend, but would like to speak to someone, please email our student academic support team via sas@aylshamhigh.norfolk.sch.uk. Your email will then be forwarded to the most appropriate colleague.

If you have any further queries, then please do not hesitate to contact the school. Thank you for your continued support.

Yours sincerely



Mr C Bridge
Deputy Headteacher