

6th November 2020

Dear Parents/Carers

This year, due to the current pandemic, we have taken the decision to host the Year 10 Parents Evening remotely. The Year 10 remote parents evening will run from 4:30pm – 7pm on Wednesday 18th November. Details about how to make bookings with your child's teachers are included in the information that follows this letter.

You will be able to make appointments on the booking system from Monday 9th November, where you can choose to meet any of your child's teachers.

The booking system will be closed after Monday 16th November and you will not be able to make bookings after this date, this is to ensure staff can access their full list of appointments in good time and prepare for the remote meetings effectively.

On the day of the remote parents evening we strongly advise that you login at least 10 minutes before your first scheduled meeting. Each meeting will take place via video link and will require you to have internet access and a computer, tablet or mobile device that has a speaker, microphone and video capability.

The software we are using operates a strict five minute time slot per appointment and if you are late to login or delay accepting the remote meeting this will reduce the amount of time you have to speak to each teacher. The software operates in this way to ensure that meetings run to schedule, and that discussions do not overrun and impact on others who have later appointments.

If you do not have the facilities to access the remote parents evening, but would still like to speak to your child's teachers in relation to their attitude and progress so far this academic year then we ask that you contact the office by Monday 16th November and inform a member of the office staff. Teachers of your child will then be advised to contact you by phone at a convenient time.

Yours sincerely



Mr S Newstead
Vice Principal

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