

15th January 2021

Dear Parents/Carers

After some consideration we have decided to continue as planned with the Year 9 Parents Evening in recognition of the fact that later this term the Year 9 Options Process is scheduled. Due to the current pandemic, we will be hosting the Year 9 Parents Evening remotely. The evening will run from 4:30pm – 7pm on Wednesday 27th January 2021.

Basic details about how to make bookings with your child's teachers are included in the information that follows this letter. More comprehensive details on how to make bookings can be found on the company's website:

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

The website provides a short video, further details about the devices which will support their software and information on a new feature they have recently added that allows a second parent/carer to be invited to join the remote meeting from a separate device. This is a feature some of our parents, who attended remote parents evenings last calendar year, had previously expressed a desire for.

You will be able to make appointments on the booking system from **Monday 18th January**, where you can choose to meet any of your child's teachers.

The booking system will be **closed after Monday 25th January** 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 25th January 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.

Parents/carers who are able to access the remote Parents Evening service are required to book appointments remotely and cannot opt, as a preference, to receive either a phone call or email. Unfortunately, teaching colleagues do not have the capacity to offer this service en masse.

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We anticipate the vast majority of parents will have the necessary technology to access this evening remotely.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Newstead', with a stylized flourish at the end.

Mr S Newstead
Vice Principal