

Monday 1st February 2021

Dear Parent/Carer

Re: Year 11 Virtual Parents' Evening - Tuesday 9th February 2021

I am pleased to inform you there will be a Year 11 Virtual Parents' Evening on Tuesday 9th February 2020. The evening starts at 4.30pm and finishes promptly at 7.00pm. The evening will be done remotely by all teachers according to the online booking system we have set up.

It is an important evening because you will have the opportunity to meet with your child's teachers online for 5 minutes.

I have attached the booking system explanation to this letter but here is a summary of how it will work:

- The school will send an invitation for you to book your parents' evening sessions as normal. This will be via email and text message
- As normal, click the **Book Now** button. You will be asked to enter your child's first name
- Then, choose which sessions you'd like to book.
- Remember that you are booking sessions for a video call on your device rather than a face-to-face meeting

Before the parents' evening begins, you will receive a link to the video call either via email or text message. When you click on the link provided, a window will open in your web browser. This is where the video calls will take place.

This is how it will work and what you would expect during the conversation:

- The teachers will start by presenting your child's academic progress using the most recent data and using the DPR which they will be able to share on the screen
- The teachers will then tell you what your child needs to improve their grades for their subjects
- Finally, the teachers will welcome any question you have regarding the support you might need to ensure your child improves to the best of their ability

I will be available to talk to you about any issues you would like to discuss, such as behaviour, attendance and punctuality.

I look forward to seeing you.

Yours sincerely
Julia Douglas
Head of year 11