

Monday 15th March 2021

Dear Parent/Carer

Re: Year 10 Virtual Parents' Evening - Tuesday 23rd March 2021

I am pleased to inform you there will be a Year 11 Virtual Parents' Evening on Tuesday 23rd March 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. You will be able to book until the last minute, but bear in mind you may not have any slot left.

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

An hour 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

Please take note of the following:

- Make sure you **use a laptop or tablet** and not your phone to make sure you can access the meetings you booked without any issues. Some phones do not allow the software to work. You can log on to your child's Chromebook they borrowed from the school if it helps, but you will have to forward the link of the video to their email address.

- Ensure you are on time as you will not be able to have your full 5 minutes if you are late to the online meeting.
- Please note the meetings start and end automatically, and therefore it is important to stick to time.

I look forward to seeing you.

Yours sincerely
Ashton Green
Head of year 10