

Our ref: JKE/CMA

9th March 2021

Dear Parent/Carer

**Year 7 Parents' Evening – Thursday 18 March 2021 from 4.30pm to 7.00pm**

We would like to thank you for your support through this unpredictable term.

We would like to invite you to a virtual parents' evening where you can discuss your child's learning with your son's or daughter's teachers and look towards what they need to do in order to ensure that they continue to progress throughout the rest of this Academic year.

It would make sense for your son/daughter to be with you when you are on line.

A video appointment can be booked through our on-line system from Tuesday 9th March onwards or by calling our Administration Team on 01909 550066. Attached are instructions on how to log in to book the appointment and a link that explains how to connect to teachers using the Parents' Evening software on the evening itself. Parents who have already used the system recommend allowing 5 minute gaps between appointments to digest what you have just heard. You may want to build in a longer break if you have a lot of appointments.

Each virtual meeting is strictly 5 minutes – that is how the system controls the calls and ensures that everyone gets their allocated time slot. Staff will have prepared in advance what you will need to know. As ever, if you need more information from staff, then you can follow it up with an email or call.

Although you can be sat in the comfort of your own home in your slippers with a cup of tea, we would greatly appreciate you having the virtual chat with as many of your child's teachers as possible. Our partnership with you over these next few months is going to be crucial. As with any virtual event of this nature, we ask that each party respects each other's privacy and data so no photos or recordings are allowed. We certainly cannot record them at our end.

You will be able to book an appointment with your son/daughter's subject teachers. As form tutors are also subject teachers, their time slots are likely to be very full with the students they teach. If it is really urgent that you have an appointment with the form tutor, then you can book one. If possible, we ask you wait a while before booking these to ensure there are slots available. You can also email the form tutor for an additional conversation if you cannot get an appointment.

We really value your continuing support and hope together we can help your child to achieve their full potential. We look forward to you joining us on the 18<sup>th</sup> March.

Yours sincerely



Mr S Grenham  
Assistant Principal

**LEAP**

Part of the  
Learner Engagement  
Achievement Partnership  
Multi Academy Trust



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