



10<sup>th</sup> June 2021

Dear Parent/Guardian,

We understand how important it is for parents and carers to have the opportunity to speak directly to our staff about the progress and wellbeing of their child. Due to the continuing constraints that we face in schools, we cannot host face-to-face Parents' Evenings this academic year. Therefore, we would like to offer virtual appointments with your child's tutor before we break up for the summer holidays.

**Date of virtual meetings:** Tuesday 22<sup>nd</sup> June and Wednesday 23<sup>rd</sup> June. Please only book one slot.

**Time:** Appointments are available between 4.00-6.30pm

**Meeting length:** Ten minutes

### Booking Appointments

Please log onto **My Child at School** and click the **Parents Evening** tab. Here you will be able to select a time for your appointment.

### How the meeting will work

Appointments will be ten minutes long and will be hosted on Teams (an Office 365 app). At the time of your appointment, you will need to be logged onto Office 365, using your child's school email address. Your child's email address can be found on My Child at School under the data collection tab. Once on Teams, please click Calendar. You should then see your scheduled Parents Evening appointment. Click on the appointment and then Join. Please log in a couple of minutes before your scheduled meeting. You will then be held in a virtual '**lobby**' until the time of your appointment. At the time of your appointment, your child's tutor will invite you to begin your virtual meeting with them.

Please log on in advance of the meeting to make sure you do not encounter any issues on the evening. If you are using a smartphone or tablet; you will just need to download the Teams app.

If you do not have the facilities to take part in a virtual meeting, please contact our College Administration who will book you a phone meeting instead.

### Meeting Etiquette

In order that every parent has the same opportunity to discuss their child with their tutor, we have to be strict with timings. Tutors will be happy to arrange another opportunity to continue the conversation if required. Staff will warn parents that the end of the meeting is approaching in order to leave time to conclude the conversation or arrange additional time.

If you have a child in year 10, we will be writing to you shortly to confirm arrangements for a virtual subject parents evening during the penultimate week of term.

If you have any immediate concerns about your child's progress, these should not be left until Parents' Evening. We encourage you to contact us as soon as possible in order for us to help.

We look forward to seeing you virtually soon.

Yours sincerely

**Jenna Butler**  
College Leader

