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Head Teacher: Mr J Brooks B Ed (Hons) NPQH



Where we aspire, nurture, personalise,  
engage and promote success

2<sup>nd</sup> February 2021

## Year 9 Virtual Parents Evening - Online Appointment Booking

Dear Parent/Carer,

We would like to invite you to attend our Virtual Parents' Evenings which will be held over three evenings, **Tuesday 23<sup>rd</sup>, Wednesday 24<sup>th</sup> & Thursday 25<sup>th</sup> February 2021**. Meetings will be held with your child's tutor via a video call through our new parents evening system, allowing you to have a 'face-to-face' conversation with your child's tutor whilst remaining Covid Secure.

The purpose of the video meeting will be to discuss how well your child has settled into the 'new way' of learning. Your child's tutor will discuss with you their option choices, engagement with online learning, attendance (in school and online) and any other concerns that we may have.

You will also have the opportunity to book an appointment with our Careers Co-ordinator Carmen Blades to help you and your child to plan for success.

Our online appointment booking system allows you to choose your own appointment time with your child's tutor through your Weduc app, and you will receive an email confirming your appointment.

The system creates a 10 minute video meeting. Please note that the meeting will automatically end 10 minutes after the booked starting time, so if you log in late the timer will have already started and the meeting cannot be extended. Teachers will also start to close the meeting from 8 minutes as they need to be ready to take the next call, please be respectful of this.

In the event that you have concerns that your child's tutor cannot address due to time constraints, please do contact the relevant members of staff at a later stage.

Booking for appointments opens at 10am on **Wednesday 3<sup>rd</sup> February 2021** and will close on at 12 midday on **Friday 12<sup>th</sup> February 2021**.

A short guide on how to use the booking system and attending the video appointments is included with this letter.



If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf. If you require a log in for the Weduc app, please also contact us and this can be arranged.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'K. Glinka', written in a cursive style.

Ms Kasia Glinka  
Assistant Head Teacher.