



Dear Parents and Carers,

## Year 11 Parents' Evening – Thursday 7<sup>th</sup> December, 2023

I am writing to inform you that the first Year 11 Parents' Evening of the year will take place on **Thursday 7<sup>th</sup> December, 2023**. This will be a virtual event, running from **16:00 until 19:00**.

Parents' evenings present a valuable opportunity to meet with your child's teachers to discuss their progress, strengths and areas for development across the range of subject areas that they are studying. This is especially important in this, their GCSE exam year. Following feedback from last year, we are continuing to offer the extended timing for parents' evening events in the hope that this will enable more parents and carers to attend. We also hope that this will allow you to meet with as many of your child's teachers as possible. Please be advised however, that occasionally, some teachers may still not be able to meet with parents and carers of everyone they teach. Mrs Zuanella, our SENDCo, will also be available for appointments.

Where teachers work part time and do not work on the day of the parents' evening, appointments may still be made. The member of staff will contact you on a day they do work close to the parents' evening to update you on your child's progress either by telephone or via email. You will be advised by email after booking has closed where this is the case.

Appointments will be open for booking from **18:00 on Tuesday 28<sup>th</sup> November, 2023**, and instructions on how to access the booking system, including a link, are attached to this email. When you log onto the system, you should see a list of your child's teachers and time slots that are available for you to see them. Where your child is taught a subject by more than one teacher, staff may see you as a pair of teachers or students will be advised who an appointment should be booked with. Booking will close at 18:00 on Wednesday 6<sup>th</sup> December, 2023 to allow teachers to prepare effectively.

Parents who are separated and would like to attend separate appointments are able to do so, although this will depend on teachers' availability. Both parents also need to be listed as contacts on our system. It is also possible for parents who are separated to attend the same meetings. To access this feature, please click the following [link](#) and scroll through to Section 4, "Inviting another parent/guardian to join your appointments".

On the evening, appointment slots will be five minutes in duration. Each meeting will begin once both participants (parent and teacher) have clicked into it, but the timer will be counting down from the scheduled start time regardless of when the meeting connection is established. The timer will be visible to you and the teacher throughout the meeting so you can monitor how long is left. Appointments will cut off automatically after five minutes. Please be aware that teachers have been advised to pause briefly between appointments to enable them to draw breath and gather the information they need.

We hope that you will be able to attend the parents' evening and that it proves to be both informative and supportive.

Yours faithfully,

Dr Alison Simpson  
Deputy Headteacher