

20 January 2021

Dear Parents/Carers

**Year 11 Virtual Progress Evening – Thursday 4 February 2021, 4.00-7.00pm**

I write to invite you to this important evening in our school calendar, where you will have the opportunity to discuss your child's progress with their teachers. Under normal circumstances we would hold the event face-to-face, however this year, due to the Covid-19 pandemic, we will be undertaking it via video call. We ask you to make appointments using our online [Parents' Evening booking system](#) and attach a [guidance sheet](#) for booking appointments through the system. Bookings will open from 5.00pm on Thursday 21 January and closes at 5.00pm on Wednesday 3 February.

Our online booking system, in addition to being the means by which appointments are made, now has a video call feature which we will use for the meetings with teachers. In order to attend the Virtual Progress Evening you will need to have as a minimum:

- A device with a microphone and speaker
- A compatible web browser:
  - iPhone/iPad - Safari
  - Android - Chrome or Firefox
  - Windows - Chrome, Firefox or Microsoft Edge
  - Mac - Safari, Chrome or Firefox
  - Linux - Chrome or Firefox
- It is advised that you test each of the components ahead of the meetings

Full details on how to attend your appointments, including a helpful video, can be found [here](#). One thing to be aware of is that it is **essential to be on time** for all appointments. Each appointment will start at the booked time with a countdown clock at the top of the screen and if you are late or leave and rejoin the call, it does not reset the timer. The appointment will automatically end at the scheduled time and teachers do not have the ability to override the timer. A guide on what you can expect to discuss and a template to take notes can be found [here](#).

If you are unable to use the online facilities, please contact your child's tutor or call 01275 373737 and we will do our best to arrange either telephone or email feedback within the first week of February.

We look forward to seeing you on the evening of 4 February.

Yours sincerely





Justin Humphreys  
**Headteacher**

Headteacher: Justin Humphreys

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