



30 September 2021

Dear Parents/Carers

**Year 7 Virtual Meet the Tutor Evening
Thursday 7 October – 4.00pm – 7.00pm**

We invite you to attend our tutor evening which is an opportunity to discuss your child's work, how your child has settled in at St Katherine's and general progress. We ask you to make appointments using our online [Parents' Evening booking system](#) and attach a [guidance sheet](#) for booking appointments through the system. Tutors will be available for consultation from 4.00pm to 7.00pm by appointment. The system opens for booking at 16:00 pm on Friday 1 October and closes at 16:00 pm on Wednesday 6 October. Each consultation will last approximately five minutes and provide an opportunity to talk about:

- How your child has settled into the tutor group
- Positive behaviour and contribution to the school and year group
- The induction process
- Any concerns or queries

It is important to inform you that this is not an evening to discuss your child's performance in particular subjects. There will be a subject evening on Thursday 3 February where you will have an opportunity to speak to Year 7 subject teachers. If you have a concern with a specific subject in the meantime, do not hesitate to ring and make an appointment with the subject teacher concerned.

Our online booking system, in addition to being the means by which appointments are made, 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.

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 Thursday 7 October.

Yours sincerely



A handwritten signature in black ink, appearing to read 'Justin Humphreys', written in a cursive style.

Justin Humphreys
Headteacher

Headteacher: Justin Humphreys

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