

18 October 2021

Dear Parents/Carers

Year 9 Progress Evening – Thursday 4 November 2021

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.

We ask you to make appointments using our online [Parents' Evening booking system](#) and attach a [guidance sheet](#) for booking appointments through the system. Subject teachers will be available for consultation from 4.00pm to 7.00pm by appointment. The system opens for booking at 16:00 pm on Thursday 21 October and closes at 16:00 pm on Wednesday 3 November.

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
- A reliable internet connection with upload speed of at least 3 Mbps
- 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 booking facility, please call 01275 373737 and we will make the bookings with you over the phone. Alternatively, you can email slots when you will be available to school@skdrive.org and we will confirm bookings with you by return.

We look forward to seeing on the evening of 4 November

Yours sincerely



Justin Humphreys
Headteacher

Parent Checklist

Progress evenings are designed to give you and your child an opportunity to discuss your child's current progress and engagement, both in class and in their home learning. Teachers will discuss any targets that they feel will further support your child to make progress in their learning. This could include actions to support in class or at home. To help the evening run as smoothly as possible, please run through these checks prior to the start of your appointments:

	Complete?
Appointments have been made via the Online Booking System	
I have a suitable device to link to the parents' evening online system. In order of effectiveness: <ol style="list-style-type: none"> 1. Laptop or desktop computer 2. Wifi connected tablet or phone 3. A 4G connected phone 	
My upload speed is a minimum of 3Mbps. A slower upload speed is the number one reason why meetings may not run smoothly. Link to check.	
My device has given the platform permission for the camera and microphone to link in	
My child's books are to hand so that we can look at them during the appointment	
My child's progress check is to hand so that we can discuss specific aspects with teachers	
My child is available to join the appointments and discuss their learning	

Should you experience issues connecting to any appointments please contact your child's tutor who will arrange for feedback to be provided in the week commencing 8 November.