



16 December 2021

Dear Parents/Carers

**Year 10 Progress Evening – Thursday 6 January 2022**

I write to invite you to our virtual progress evening which will give you and your child an opportunity to discuss their progress and engagement, both in class and in their home learning. Teachers will discuss targets that will further support your child to make further progress in their learning in the classroom and at home.

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 bookings between 4pm to 7pm. The system opens for bookings at 4pm on Thursday **16 December** and closes at 4pm on **Wednesday 5 January 2022**.

We will use the video call feature within the booking system to meet virtually. Full details on how to attend your appointments, including a helpful video, can be found [here](#). **It is essential to be on time for all appointments.** Please run through our checklist beforehand to ensure your evening runs smoothly. 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, the timer will not reset. The appointment will automatically end at the scheduled time and teachers do not have the ability to override the timer.

With increased attendance at our progress evenings, we have found that appointment slots can fill up quickly. We ask all parents/carers to use their child's progress check to help prioritise which teachers are a priority for you to meet online. Please note your child will be assigned to just one of their three science teachers who will offer feedback on your child's progress across all three sciences.

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](mailto:school@skdrive.org) and we will confirm bookings with you by return.

We trust you will find the Progress Evening useful and we welcome your feedback in the survey which will be circulated by email during the evening.

Yours sincerely

**Justin Humphreys**  
**Headteacher**

## Parent/Carer Checklist

Use this checklist in advance to help the evening run smoothly

Checklist	Complete?
Appointments have been made via the <a href="#">Online Booking System</a>	
I have a suitable device (laptop/desktop, tablet/phone) with a microphone and speaker to link to the online system.	
A compatible web browser: <ul style="list-style-type: none"> <li>○ iPhone/iPad - Safari</li> <li>○ Android - Chrome or Firefox</li> <li>○ Windows - Chrome, Firefox or Microsoft Edge</li> <li>○ Mac - Safari, Chrome or Firefox</li> <li>○ Linux - Chrome or Firefox</li> </ul>	
My <b>upload</b> speed is a minimum of 3Mbps. A slower upload speed is the number one reason why meetings may not run smoothly - <a href="#">Check your speed</a>	
I have given permission for the camera and microphone to link to the platform	
I have all my child's books ready to look at during the appointment	
I have my child's progress check ready to discuss specific aspects with teachers	
My child is present 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.