

28 January 2021

Year 9 Parents Evening, Thursday 11th February 2021 - Online Appointment Booking

Dear Parent/Carer

I would like to invite you to attend our Parents' Evening on Thursday 11th February between 3.30 and 6.30pm. This is an important evening and provides you with an opportunity to discuss anything you are unsure about regarding the option subjects and decisions around your child's future choices.

We will be introducing a new, intuitive and easy to use online video appointment booking system for this Parents' Evening. This allows you to choose your own appointment times with teachers and you will be sent an email confirming your appointment times. This is the first time we have used this system and we have chosen Year 9 as a priority due to the nature of importance involved in option decisions.

The time limit on the system is set at **5 minutes per appointment** and the system will automatically end each call on 5 minutes (you do have a timer on the screen so you will be aware of how long is left) This will enable staff to see all those who wish to make appointments. Due to the strict timings we are asking the following:

- ✓ Please pre-populate any questions you have and add them as a note on to your appointment. This will give staff time to ensure they can address your requests
- ✓ If you haven't sent them as a note, ensure you are ready to ask them at the **start** of the appointment as this will be the opportunity for this
- ✓ You will start the meeting by the start prompt on the screen – if you are late to do this, it will mean you have less time available to speak with the staff member.
- ✓ You have already received your child's December report which contains information on assessment grades, attitude to learning and homework. If there are any concerns about this information they can be addressed during the meeting.
- ✓ Core subjects will be focusing on the two prompts: **Where are they up to?** And: **What they can do next?** This will enable them to structure the conversation and keep it within the time limit
- ✓ For option subjects, please prioritise your appointments to those subjects your child is intending to choose or those where they are undecided. This will enable those staff who teach large numbers of students in Year 9 to address the needs of those accessing their option choice for Key Stage 4.

Appointments can be made from Monday 1st February at 8.45am and will close on Thurs 11th February at 10am. Should you wish to make any changes after this date please contact us through the portal.

Please visit <https://upholland.schoolcloud.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter and further information and guidance videos are available on the school website under 'Virtual Parents' Evening'

If you do not have access to the internet, please contact us through the parent portal, but be aware that the software will also work on a phone or tablet through the internet.

We ask for your patience and understanding as we pilot this new system for the first time. We think it is critically important to offer parents and students the opportunity to interact with class teachers to support discussion around futures, which is why we have chosen this online system.

Yours sincerely

Mrs S Worthington

