

14<sup>th</sup> December 2020

Dear Families,

**Re: Year 9 Parents' and Carers' Evening on Wednesday 6<sup>th</sup> January 2021 via Microsoft (MS) Teams**

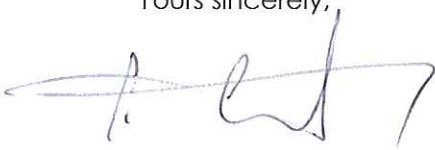
I am writing to inform you that this year 9 Parents'/Carers' Evening will take place on MS Teams between 5pm and 7:30pm on Wednesday 6<sup>th</sup> January 2021. This will provide a key opportunity to discuss your child's progress with their subject teachers.

Your child will be given an appointment sheet so that they are able to schedule appointments with their teachers. Each discussion will be limited to three minutes in total so if there are any issues that you believe will take longer than this, please arrange a separate meeting with the member of staff you need to speak to about the issue. If the issue is not subject specific, please contact your child's tutor in the first instance using the school's contact form on the website.

**All appointments this year will take place using MS Teams due to the current Coronavirus pandemic.** Teachers will call you using your child's school Teams account at the appointment time. Please make sure that you are available to take the call and **remind your child to bring the appointment sheet home** so that you know when these discussions are taking place.

As this will be the first time we will be holding a Parents'/Carers' Evening via Teams, we would be very grateful if you could complete the Survey Monkey questionnaire that we will send the link out for following day. Your views are incredibly important to us for the on-going improvement work we do as a school.

Yours sincerely,



Krissi Carter  
Principal