

VLA/dgr

26th November 2021

Dear Parent/Carer

Year 11 Virtual Parents/Carers' Evening – Tuesday 14th December 2021

A key element of our Academy vision of “Living Well Together with Dignity, Faith and Hope” is our drive to improve the life chances of our students, ensuring the dignity that comes with a secure education and future. We would like to invite you to attend our Virtual Year 11 Parents/Carers' Evening on Tuesday 14th December 2021 from 3.30pm until 6.30pm. As we are sure you are aware, this is an extremely important event and will provide a valuable opportunity for you to talk to individual subject teachers about your son/daughter's progress and to reflect on their current progress.

Bookings can be made directly with the school through the Edulink app – instructions are attached to this letter. We hope that you can make your bookings with ease but if you experience any difficulties or do not have your login, please contact the Academy.

The video calling will work similarly to other platforms like Zoom and Microsoft Team. However, this will run through Edulink and therefore, no other app or program will need to be downloaded on your device. This function can work on most smart phones, tablets and laptops.

Please remember that appointments will be at 5 minute intervals and each appointment should last for 5 minutes. Should you find that you require additional time to discuss your child's progress, teachers will accommodate this at another time. The Edulink app will not let appointments run over and will notify both you and the teacher that the session is coming to an end. Additionally, you will not be able to access the appointment earlier than your booked time.

We look forward to seeing you on 14th December and hope you find this a valuable opportunity.

Yours faithfully



Victoria Lake
Head of Year 11

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Executive Principal: Liz Furber

Registered Company No: 06853140

Booking Appointments Through Edulink

Bookings can be made for a parents' evening by logging in, clicking on the Parents' Evening menu icon and then clicking on the event. You will then see a table (desktop/tablet version) of all the teachers you can make bookings for along the top and slot times down the side.

Tablet/Desktop view:

Slots:	French (1) Teacher: Roger Mcnamara Learner: Kai Amara	PSL (1) Teacher: Sara Murrell Learner: Kai Amara	Mathematics (1) Teacher: Ruth Hatchett Learner: Kai Amara	German (1) Teacher: Brian Hogg Learner: Kai Amara	Physical Ed (1) Teacher: Richard Davidson Learner: Kai Amara	Geography (1) Teacher: Helen Green Learner: Kai Amara	History (1) Teacher: Helen Green Learner: Kai Amara	Art (1) Teacher: Craig Burrows Learner: Kai Amara	English (1) Teacher: Stephen Green Learner: Kai Amara
21-03-2018									
17:00	BOOKED	X	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X	X
17:30	X	X	X	X	X	BOOKED	X	X	X
17:40	X	X	X						
17:50	X	X							
18:00		X							
18:10		X	X					X	
18:20		X	X		X				

Phone view:

Parents' Evening		
21-03-2018		
17:00 (1)	Roger Mcnamara	French
17:10 (1)	Stephen Green	English
17:20 (1)	Ruth Hatchett	Mathematics
17:30 (1)	Helen Green	Geography, History
17:40	-	-
17:50	-	-
18:00	-	-

To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing you to enter an optional note to the teacher, when finished click the book button.

BOOK SLOT

Date: 2018-03-21 17:40:00
 Subjects: Mathematics
 Learner:

Add comment

Once a booking has been made, the slot will change green and a green tick will appear next to the teacher's name. To unbook the slot click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.

When it is time for your appointment please click on your appointment booking and select 'Start Appointments'. This will then open a browser that will have video call. There is an option to turn off the camera if you choose. Please ensure that you arrive on time.

We do ask before the appointment that you test that your microphone is working.