

LWI/dgr

29<sup>th</sup> November 2023

Dear Parent/Carer

**Year 11 Parents/Carers' Evening – Wednesday 13<sup>th</sup> December 2023**

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 the first of our Year 11 Parents/Carers' Evenings on Wednesday 13<sup>th</sup> December 2023 from 3.30pm until 6.30pm which will take place face to face at the Academy. 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 intervention arrangements.

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.

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. This is important so that we can keep to schedule and other parents/carers are not kept waiting too long.

We look forward to seeing you on 13<sup>th</sup> December and hope you find this a valuable opportunity. Our second parents/carers' evening for Year 11 is scheduled for March 2024 when you will be given the option of a face to face appointment on Tuesday 26<sup>th</sup> March, or a virtual appointment on Wednesday 27<sup>th</sup> March.

Yours faithfully



Laura Wigley

**Assistant Principal – Behaviour and Attitudes**

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## 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:

The desktop view shows a grid with time slots on the vertical axis (17:00 to 18:20) and teachers on the horizontal axis. The teachers listed are: French (Teacher: Roger Mcnamara), PSE: Form Tutor (Teacher: David Marshall), Mathematics (Teacher: Ruth Hatchett), German (Teacher: Roger Mcnamara), Physics Ed (Teacher: Robert Johnson), Geography (Teacher: Helen Green), Religious Ed (Teacher: Helen Green), Art (Teacher: Keith Burrows), and English (Teacher: Stephen Green). The grid shows that slots for 17:00, 17:10, 17:20, and 17:30 are booked, indicated by green 'BOOKED' labels. Other slots are either available (white) or unavailable (greyed out with a red 'X').

Phone view:

The phone view displays a list of booked slots for the date 21-03-2018. The interface includes a home icon, a 'Parents' Evening' header, and a notification badge with the number '1'. Below the header are 'PRINT' and 'EMAIL' buttons. The list of bookings is as follows:

Time	Teacher	Subject
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.

The 'BOOKSLOT' popup form contains the following information and fields:

- Title:** BOOKSLOT
- Date:** 2018-03-21 17:40:00
- Subjects:** Mathematics
- Learner:** (empty field)
- Comment:** A text area with the placeholder text 'Add comment'.
- Buttons:** 'CANCEL' and 'BOOK'.

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.