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16<sup>th</sup> November 2020

Dear Parent(s)/Carer(s)

## Re. Year 8 Virtual Parents' Evening

Following on from us having to cancel our recent Parents Evenings in light of COVID restrictions I am now writing to invite you to our 'Meet the tutor' Virtual evening on Thursday 19<sup>th</sup> November between 16:00 - 18:45.

**To book an appointment to meet with your child's form tutor please go to your ParentMail page where you will see the active evening.** There is also the function for you to give any details that you would like to discuss with form tutors in the booking process which will allow tutors to be prepared for your questions. You will be notified of your confirmed appointment time on completion of the online form.

Our virtual evening will still be in 5 minute appointments to allow you to meet your child's form tutor and discuss how your child has transitioned into Year 8. The link shown below will allow you entry to your child's form waiting room and your child's form tutor will admit you when it is your appointment time.

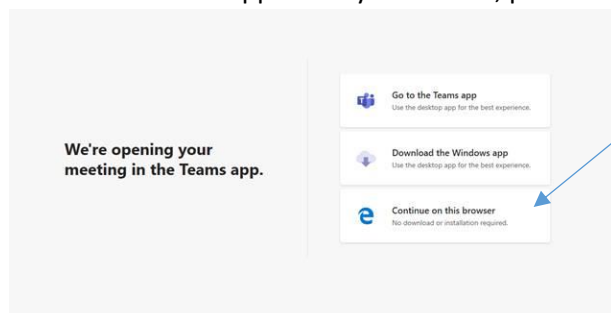
The following instructions will give you some guidance on how to get to this point:

1. Click on link to join the meeting

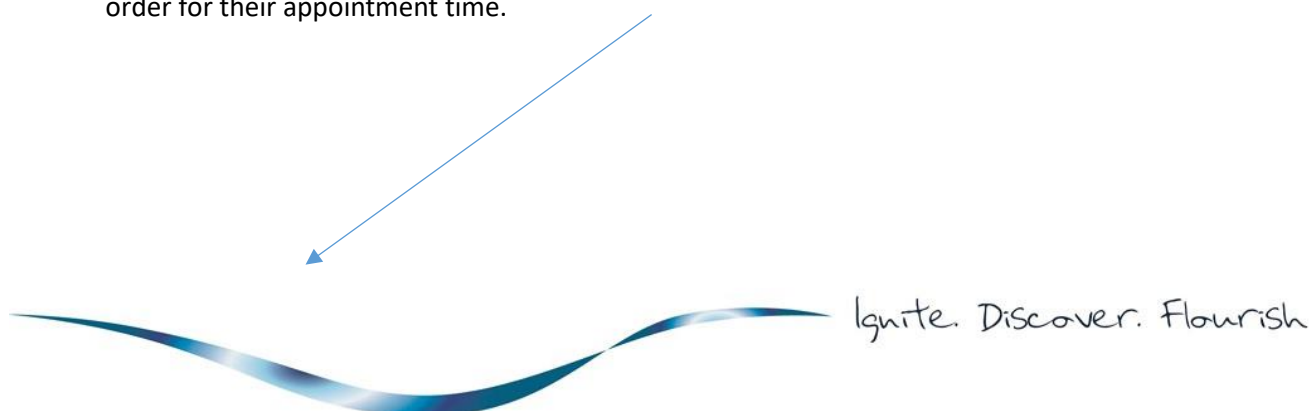
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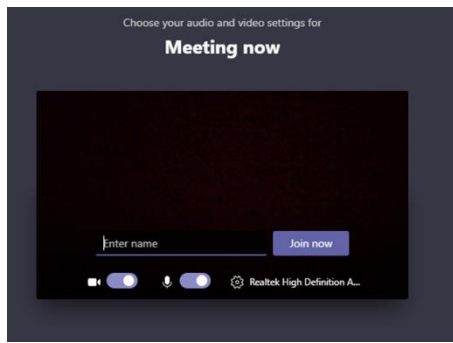
[Click here to join the meeting](#)

2. You will see a box appear on your screen, please select 'continue using browser'



3. In the space please provide your child's name so that the form tutor can admit people in the correct order for their appointment time.





4. Please ensure that your camera and microphone are both on and where possible ask your child to also attend the meeting so we can make sure they are included in this evening.

We are really looking forward to meeting you virtually.

Yours faithfully

**Jennifer Pope**  
Asistant Headteacher