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December 2020

Dear Parent/Carer

### Year 10 Parents' Evening – Thursday 7<sup>th</sup> January 2021

You are warmly invited to attend this year's parents' evening on Thursday 7<sup>th</sup> January 2021 from 3.00pm-7.00pm. This is an important occasion, which will allow you to discuss your child's progress with their subject teachers.

With the safety of students, parents and staff in mind this parents' evening will run virtually. We will be using a software package that is successfully being used by a number of schools to make the appointments and manage the video appointments on the evening.

The evening will be run on an appointment basis and you are invited to make your appointment via the online system. This allows you to choose your own time slots with teachers and you will receive an email to confirm your booking. Please retain the email as you will need it on the evening to access your appointment. However, if you do misplace the email you can log back into the system again and access your appointments this way.

Appointments can be made from 7.00am on Monday 14<sup>th</sup> December 2020 and will close at 2.30pm on Wednesday 6<sup>th</sup> January 2021. Should you wish to make any changes after this date please contact the year 10 office.

Please visit <https://sackville.parentseveningsystem.co.uk> to book your appointments. (A short guide to the process of making and then attending your appointments is attached). To login you will need the following information:

Parent's first name and second name  
Student's first name  
Student's surname  
Student's date of birth

The information above **must match** the data held within our school database.

If you do not have access to the internet, please get in contact with the year office and we can arrange an alternative method of feedback.

On 7<sup>th</sup> January 2021 you will need to log in using <https://sackville.parentseveningsystem.co.uk> to access your appointment. Once in, click on the **Join Video Appointments** button to join the call. The system works on Chrome/Safari/Firefox/Edge it may ask you to change to this browser for the video to work. Please do this in advance of the meetings so you do ensure you can access at the correct time.

It will allow you to confirm microphone and video settings etc. Once completed then click **Proceed to video call** button. At the appropriate time it will connect you, your appointment will last 5 minutes after which it will disconnect. The countdown of the time remaining in your meeting will be displayed at the top of the screen.



Please note - you will need to be setup and waiting at the correct time, or this will result in your appointment being lost. You will be unable to join if you miss the start time.

Unlike a normal parents' evening the software will not allow you to see a senior member of staff should an issue or question pop up. Please however feel free to contact the year office via email or call the following day and I will get back to you.

Yours sincerely

Mr A Millican  
**Leader of Year 10**