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12th March 2021

Dear Parent/Carer

Year 11 Parents' Evening – Thursday 25th March 2021

You are warmly invited to attend this year's parents' evening on Thursday 25th March, between 3.00pm and 7.00pm. As usual, we would encourage you to attend together with your child to discuss their progress in all subjects.

Clearly, in the current climate, a "normal" parents' evening would not be feasible. We are therefore going to run the evening via video links.

We are using a software package run by the same company as we have used for a while now to make and manage the appointments for parents' evenings. Attached to this letter is a "Parent Guide" to the evening detailing how to log into the system and to make appointments. Also attached is a set of FAQs that have links to various video tutorials showing how the software works.

Appointments can be made from 7.00am on Wednesday 17th March. The system will close at 2.30pm on Wednesday 24th March. Should you wish to make any changes after this date please contact the year 11 office. The website to log into can be accessed [here](#).

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.

Once logged in you will be able to make appointments with each of your child's teachers. It is also possible for two parents to join the same "call" from different locations. Please see the FAQs sheet for details of how to do this. It is also possible for each parent to book separate appointments if desired. Each parent will need to login separately to do this.

On Wednesday 17th March, you will need to log in using this link

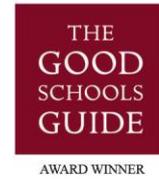
<https://sackville.parentseveningsystem.co.uk> to access your appointment. Once in, click on the Join Video Appointments button to join the call. The system works on Chrome/Safari/Firefox/Edge. It is worth checking the login, camera and microphone settings in advance. Once completed then click "Proceed 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 set up 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.





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Sackville School Parents Evenings via video links FAQs

Where do I login to make appointments and to attend the evening?

Website to log into to make and attend appointments: You will need to create an account by completing the requested information.

<https://sackville.parentseveningsystem.co.uk>

Can 2 parents join a meeting for different devices?

To invite a second Parent to attend the appointments firm a second device: The first parent makes the appointments and then invites the second to attend. Details can be found here:

<https://support.parentseveningsystem.co.uk/article/862-video-appointments-parents-how-to-invite-another-parent-guardian-to-join-your-appointments>

Where can I get help making appointments and "attending" the evening?

A video tutorial of the whole process of creating an account, making appointments and then "attending" the evening can be found here:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

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 myself or Karen Brown if you have any questions, or would like help booking appointments:

Gill Sands – gsands@sackvilleschool.org.uk

Karen Brown – kbrown@sackvilleschool.org.uk

Yours sincerely

Mrs G Sands

Leader of Year 11

