



25 April 2023

Dear Families

## Year 7 Consultation Evening – Thursday 25 May 2023

You are warmly invited to attend this year's consultation evening on Thursday 25 May 2023 between 4.00pm and 7.00pm. This is an important occasion, which will allow you to discuss your child's progress with their subject teachers.

The evening will be run on an appointment basis and you are invited to make your appointments 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 Thursday 18 May 2023 and will close at 2.30pm on Wednesday 24 May 2023. Should you wish to make any changes after this date please contact the year 7 office.

Please visit <https://sackville.parentseveningsystem.co.uk> to book your appointments. (The process for making and attending your appointments can be found below). 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 Thursday 25 May 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 any browser.

Please check this works in advance of the meetings so you ensure you can access it 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 have logged in and 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.

## **FAQS - SACKVILLE SCHOOL CONSULTATION EVENINGS VIA VIDEO LINKS**

### **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 two parents join a meeting for different devices?**

To invite a second Parent to attend the appointments from 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 me via email at [jendersby@sackvilleschool.org.uk](mailto:jendersby@sackvilleschool.org.uk) or call the following day and I will get back to you.

Yours sincerely

Mr J Endersby  
**Leader of Year 7**

[jendersby@sackvilleschool.org.uk](mailto:jendersby@sackvilleschool.org.uk)