



4<sup>th</sup> April 2022

Dear Parent/Carer

## Year 7 Parents' Evening – Thursday 5<sup>th</sup> May 2022

You are warmly invited to attend this year's parents' evening on Thursday 5<sup>th</sup> May 2022 between 3.00pm 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 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.

If it is not possible for you to make an appointment with all your child's teachers, this may be because the particular member of staff teaches two or more classes so there may not be enough appointments available. If this is the case and you would like feedback, please contact the particular teacher via email. These can be found on the school website on this link: <https://sackvilleschool.org.uk/teaching-staff-contacts/>.

Appointments can be made from 7.00am on Tuesday 26<sup>th</sup> April 2022 and will close at 2.30pm on Wednesday 4<sup>th</sup> May 2022. 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 5<sup>th</sup> May 2022 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 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.

## **FAQS - SACKVILLE SCHOOL PARENTS 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)