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27<sup>th</sup> April 2021

Dear Parent/Carer

### Year 7 Parents' Evening – Thursday 6<sup>th</sup> May 2021

You are warmly invited to attend this year's parents' evening on Thursday 6<sup>th</sup> May, between 3.00pm and 7.00pm. We would encourage you to attend together with your child to discuss their progress in all subjects. Clearly, in the current climate, a "normal" parent's evening would not be feasible. We are therefore going to run the evening via video links.

We are using the same software package as we used for the Year 7 Meet the Tutor meetings last year, so you should be familiar with the software. With this you are able to make and manage 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 28<sup>th</sup> April**. The system will close at 5.30pm on Wednesday 5<sup>th</sup> May. Should you wish to make any changes after this date please contact the year 7 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 7 office and we can arrange an alternative method of feedback.

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://sackville.w-sussex.sch.uk/teaching-staff-contacts/>

Once logged in you will be able to make appointments with 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 Thursday 6th 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 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. If there are gaps between your appointments, it may be worth logging in and out again to ensure connection is not lost.

### **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 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 the year 7 office via email or call the following day and I will get back to you.

Yours sincerely

Mr J Endersby

**Leader of Year 7**

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