



Headteacher: Mr J Grant  
Sackville School, Lewes Road, East Grinstead,  
West Sussex RH19 3TY  
Tel: 01342 410140 Fax: 01342 315544  
Email: secretary@sackvilleschool.org.uk  
[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



10<sup>th</sup> May 2021

Dear Parent/Carer

### Year 9 Parents' Evening – Tuesday 25<sup>th</sup> May 2021

You are warmly invited to attend this year's parents' evening on Tuesday 25<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 a software package for the year 9 meetings, which we have used very successfully for previous parent evenings. You are able to make and manage your own appointments through the system. Attached to this letter is a Parent Guide for the evening detailing how to log into the system to make appointments. Also you will find below a set of FAQs that provide links to various video tutorials showing how the software works.

Appointments can be made from **7.00am on Monday 17<sup>th</sup> May**. The system will close at 6.00pm on Monday 24<sup>th</sup> May. Should you wish to make any changes after this date please contact the year 9 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 9 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 Tuesday 25<sup>th</sup> 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 9 office via email or call the following day and I will get back to you.

Yours sincerely

Mr C Thompson

**Leader of Year 9**

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