



January 2021

Dear Parent/Carer

Year 8 Parents' Evening: Thursday 11 February 2021

On Thursday 11 February we will be holding a Parents' Evening for the parents/carers of students in Year 8. This is an opportunity for you to have a short meeting with your child's subject teachers to discuss how they are progressing with their studies.

Under normal circumstances we would hold this event via face-to-face meetings at school, however this year, due to the Covid-19 pandemic, we will be undertaking it via video call. Our online appointments booking system, in addition to being the means by which appointments are booked, now has a video call feature which we will be using for the meetings with teachers.

Booking your appointments

The online appointment booking system will open at **6.00 pm on Wednesday 3 February**. You will then be able to log in and choose your appointment times with teachers and, once finished, you will receive an email confirmation. Teachers will be available between 4.00 pm and 6.45 pm on the day of parents' evening and each appointment will last 5 minutes. Bookings will close at midday on Thursday 11 February. Should you wish to make any changes after this time, or if you do not have access to the internet, please contact the school office, who will be happy to help.

Please visit <https://backwell.parentseveningsystem.co.uk> to book your appointments once the system opens. A short guide on how to make appointments is included overleaf.

Attending your appointments

In order to attend our virtual parents' evening, you will need to have as a minimum:

- A device with a microphone and speaker
- A compatible web browser:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: Chrome, Firefox or Microsoft Edge (latest version only)
 - Mac: Safari, Chrome or Firefox
 - Linux: Chrome or Firefox

Full details on how to attend your appointment are given on the attached instructions. One key thing to be aware of is that it is **essential to be on time** for your appointment. The appointment will start at the time booked. If you are late, or leave and re-join the call, it does **not** reset the timer. The appointment will always end at the scheduled time. The teacher is not able to override the system.

One final thing to note is that we plan to hold a second parents' evening later in the year. Further information regarding the date, timings and whether this will be face-to-face or remote will follow in due course.

We look forward to seeing you on Thursday 11 February.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Nunes'. The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Mr J Nunes
Headteacher