24th January 2022

**Year 11 Virtual Parents’ and Carers’ Evening**

**Thursday 17th February 2022**

Dear Parents and Carers

We are delighted to invite you to the Year 11 Virtual Parents’ and Carers’ Evening. This is an opportunity to meet with your child’s teachers.

The purpose of the meeting is:

* For your child’s teachers to provide an update on academic progress, organisation, homework and behaviour for learning
* For parents and carers to share any further relevant information or ask any questions

It is very important that you and your child attend if possible. The appointments are available between 4.15 and 7.30pm. **Your child is not required to wear their school uniform but should be appropriately dressed for the appointment.**

Please see below for appointment booking details:

* Click <https://stnicholasnorthwich.parentseveningsystem.co.uk/> and create your own account
* Login using your child’s details (these must match the details that have been previously provided)
* Select an appointment time with your child’s Subject Teachers

(There is also a step by step guide attached to this letter that you can follow to access your appointments)

Please also take note of the below key logistical points to ensure the evening runs smoothly for you:

* The appointment will be virtual and video is allowed. Mobile devices can be used.
* Please be at your device and log on 5-10 minutes prior to your 1st appointment. This will allow you to ensure that your microphone and camera are working.
* Each appointment will be 5 minutes long and will cut off automatically. There will be the opportunity for 4.5 minutes of dialogue per appointment slot.
* If any follow up dialogue is needed you can contact the relevant subject teacher via email
* **The deadline for making appointments on the link above is midday on Wednesday 16th February.**

If you require further assistance, please watch the video via the link below:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you do not have access to the internet, or you are experiencing difficulty with booking, please contact the Student Support office who will be happy to add appointments on your behalf.

**There will be an online survey sent out to you electronically on the day of the Parents’ and Carers’ Evening. This survey is always a real opportunity to hear your parental voice. Please spend a few minutes giving us this valuable feedback so that we have the opportunity to improve further.**

If you have any further questions, please do not hesitate to get in touch.

Yours sincerely



Mrs N Azakli

Year Leader Y11