



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

March 2021

Dear Parent/Guardian/Person with Parental Responsibility

YEAR 7 VIRTUAL PASTORAL PARENTS' EVENING - Online Appointment Booking

Following the recent lockdown and current restrictions, we are postponing the **ACADEMIC** part of our Year 7 Parents' Evening until all pupils have settled back into Academy life.

However, in order to provide additional support to you at this time if you wish to discuss any well-being or pastoral issues you can make an appointment for a Virtual **PASTORAL** Evening on Tuesday, 23rd March 2021 which will take place between 4.00pm and 7.00pm. Please note that the appointment will be with your child's House Leader and they will not have any information about your child's academic grades.

Appointments can be made from 8.00am on Friday, 5th March 2021 and the booking system will close on Wednesday, 17th March 2021 at 11.55pm. **You will only be able to talk to your child's House Leader.** Your appointment slot will last for **four** minutes and then the video call will automatically disconnect.

Please visit <http://tinyurl.com/st-edwardsPES> to book your appointments (a short guide on how to add appointments is on the back of this letter). Login with the following information:

Pupil's First Name (their known as name)

Pupil's Surname

Pupil's Date of Birth

On the evening, you just need to log back into the parents' evening system using **GOOGLE CHROME** web browser and click on the box "Join Video Appointments" to access the video call. Below you will find a link which will explain how your appointment over video call will work:

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

In line with GDPR regulations, sessions will not be recorded. Conversations between you and members of our staff are private and we expect the same respect in return. Sessions must not be recorded without the express permission of all involved.

We hope you find this pastoral evening supportive for your child's well-being. As always you can use the contact form on our website for any concerns.

Yours faithfully

Mrs D. Haydon
Senior Assistant Principal

