



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

May 2021

Dear Parent/Guardian/Person with Parental Responsibility

YEAR 7 VIRTUAL PARENTS' EVENING - Online Appointment Booking

I would like to invite you and your Year 7 child to attend our virtual Parents' Evening via video call on Tuesday, 25th May 2021 from 4.30pm to 7.30pm. This is an important evening and provides you with an opportunity to speak to your child's **subject teachers** about their progress. You can also make an appointment with Mrs Strong from the AEN (SEN) Department (if appropriate). Each appointment slot will last for **four** minutes in duration and then the video call will automatically disconnect.

Appointments can be made from **8.00am on Friday, 7th May 2021** and the **booking system will close on Thursday, 20th May 2021 at 11.55pm**. You may choose to see up to **six** members of staff but please only make one appointment per teacher. *Please check with your child which member of staff is teaching them **PE** and then select that teacher* (if you cannot see them on your list of teachers you can click on "Add a Teacher" at the bottom of the booking screen). Please note that you can add comments when booking appointments if you wish to discuss anything specific.

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

Pupil's First Name (the name the pupil is known as)

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 appointments over video call will work for parents:

<https://support.parenteveningsystem.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.

Finally, just a reminder that you will not be able to book appointments with your child's House Leader because they were available for a pastoral evening on 23rd March 2021.

We hope you find this evening productive.

Yours faithfully

Mrs D. Haydon
Senior Assistant Principal

