



St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN

Telephone: 01538 714740

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

March 2022

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, 22nd March 2022 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 your child's House Leader and 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.

St. Edward's Academy uses an intuitive and easy online appointment booking system. This allows you to choose your own appointment time(s) and you will receive an email confirming your appointment(s). Appointments can be made from 8.00am on Friday, 4th March 2022 and the booking system will close on Wednesday, 16th March 2022 at 11.55pm. You may choose to see up to six members of staff but please only make *one appointment per teacher*. 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 on the back of this letter). Login with the following information:

Pupil's First 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 appointments over video call will work for parents:

<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 evening productive.

Yours faithfully

on behalf of Mrs D. Haydon
Vice Principal



Companies House number: 08316327