



9 October 2020

Dear Parent/Carer

Year 13 Virtual Parents' Consultation Evening - Wednesday 21 October 2020

You are invited to the above Consultation Evening to discuss your child's progress. Staff will be available between 1.30pm and 6.00pm. Depending upon teaching commitments some appointments may be not be available until 2.00 pm; the availability of staff will be shown on the booking system.

As you are aware due to the current restrictions around Covid-19 we are unable to conduct face to face meetings. Instead the consultation meeting will take place via Microsoft Teams. Your child has access to Teams, therefore, if you and your child can be in the same physical location, then you will be able to use the same device for the meeting. If you are unable to be in the same location and you have Microsoft Teams, please provide your email address, in the parent message section, when you complete your booking, the member of staff will be able to add you into the call at the appointment time. To be able to meet virtually, your device will need to have a microphone and a speaker for the audio, a camera is not essential. If you do not have access to Microsoft Teams, please can you provide telephone contact details and the member of staff will contact you at the appointment time.

Parents/Carers will be responsible for booking appointment times with staff, using our electronic Parents' Evening system. Bookings can be made using the following link <https://guiseley.parentseveningsystem.co.uk/>, the link can also be found on the school website under Parents/Carers. Bookings will open at **9am on Monday 12 October** and **close at midnight on Friday 16 October**. Log in by filling out the form with the email details the school holds for you together with your child's name and date of birth. Once logged in you will be taken to a home page, click on continue which brings up all of your child's teachers. Deselect the teachers you do not wish to make an appointment with and then click continue. You can then make appointments with staff who teach your child. Once finished you must save your changes, you will then be emailed confirmation of your bookings. You can also print out your appointment schedule by clicking the appointments tab at the top of the page.

If you have any difficulties either logging in or making appointments please contact the school.

We look forward to seeing you during the event.

Yours sincerely

Stuart Gadd
Assistant Headteacher
Director of KS5

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