



11 February 2021

Dear Parent/Carer

Year 9 Virtual Options Event - Wednesday 24 February 2021

Further to our letter earlier this week, I am writing to invite you to attend our Virtual Options Event to discuss options choices for your child with our Curriculum Leaders. This will be an opportunity to ask Curriculum Leaders any questions you may have about their subject before submitting the options form. Staff will be available between 9.00am and 7.00pm. All appointments will be 5 minutes and 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 events. Instead the discussion will take place via video call.

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 the Parents/Carers section. Bookings will **open at 8.00pm on Thursday 11 February** and **close at midnight on Tuesday 23 February**. Please log in by filling out the form with the email details the school holds for you and 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 staff who are available and the subjects which they will be discussing. Deselect the teachers and subjects you do not wish to make an appointment for and then click continue. You can then make appointments your appointments. 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 your device does not have a microphone for the meeting, please leave your telephone number, in the message section, when booking your appointments. The teacher will then call you at the allotted time.

To attend your appointments on the Options Event, you will log in to the Parents' Evening system or click on the link in the confirmation of appointments email you will have received. Please follow the link <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> for a full demonstration on how the video calls will work, or see attached instruction sheet. **We have been advised that if you have an Apple iPhone/iPad on the latest update (iOS version 14.2) you need to use another device.**

If you can be in the same physical location as your child at the appointment time, you will both be able to take part in the meeting. However, if you cannot be together, then the meeting will go ahead with the parent/carer only.

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

Stephen Vasey
Deputy Headteacher

Fieldhead Road, Guiseley, Leeds, LS20 8DT 01943 872315 guiseleyschool.org.uk info@guiseleyschool.org.uk
Headteacher: Mr Paul Clayton



Artsmark
Platinum Award
Awarded by Arts
Council England

