



30 November 2020

Dear Parent/Carer

**Year 12 Virtual Parents' Consultation Evening - Wednesday 9 December 2020**

You are invited to the above Consultation Evening to discuss your child's progress. Staff will be available between 4.00pm and 7.30pm. 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 meetings. Instead the consultation meetings 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 **9am on Tuesday 1 December** and **close at midnight on Monday 7 December**. 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 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 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 Consultation Evening, 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. 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

Stuart Gadd  
**Assistant Headteacher**  
**Director of KS5**

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Headteacher: Mr Paul Clayton



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