

22 April 2021

Dear Parent/Carer

Year 9 Parents' Evening and upcoming IAG Evening - Online Appointment Booking

I would like to invite you to attend our virtual **Parents' Evening** on **Thursday 29th April 2021** between 5 pm and 8 pm. This is an opportunity for you to meet with your child's subject teachers to discuss their overall progress in school, engagement with remote learning during the partial closure of schools and to discuss the actions needed to ensure progression in their subjects. At Longdendale we recognise that the partnership between home and school is key in helping your child achieve their full potential, and in the interest of your child we would therefore expect your attendance at this Online Parents' Evening.

I would also like to invite you to attend our virtual **Information and Guidance (IAG) Evening** on **Wednesday 5th May** 5pm to 8pm **and Thursday 6th May** from 4pm to 7pm. This will provide you and your child an invaluable opportunity to discuss your child's future education and career plans. Your child's IAG meeting will take place on one of these evenings.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments for **Parent's Evening** can be made from **Thursday 22nd April at 4 pm** and will close on Wednesday 28th March at 4:00 pm. The duration of each appointment is 5 minutes. Once this time has elapsed, the appointments will automatically move on to the next one.

Appointments for the **IAG evening** can be made from **Thursday 29th April** at 4:00 pm and will close on Tuesday 4th May at 4:00 pm. The duration of each appointment is 10 minutes. Once this time has elapsed, the appointments will automatically move on to the next one. You will be allocated a member of the senior leadership team for your child's IAG meeting.

Should you wish to make any changes after these dates please contact the school office. Please note appointments are made on a first-come first-served basis. The duration of each appointment is 5 minutes. Once this time has elapsed, the appointments will automatically move on to the next one.

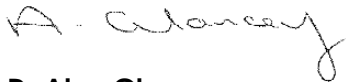
Please visit <https://longdendale.schoolcloud.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this email.) You can also view a demonstration video of how to login, and how the evening will work here: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Please login with the information overleaf:

- Parent Title
- Forename and Surname (Priority 1 contact – the parent who receives text messages from school)
- Email address (the address to which the email has already been sent to)
- Learner's First Name: «Forename»
- Learner's Surname: «Surname»
- Learner's Date of Birth <<DOB>>

If you require assistance in booking appointments please contact the school office who will be happy to add appointments on your behalf.

Yours faithfully



Dr Alex Glancey
Assistant Headteacher

