

25 February 2021

Dear Parent/Carer

Firstly, I hope that everyone is keeping well in these very difficult times. I am writing to you to update you on **Year 8 Parents' Evening** that is calendared to take place on **Thursday 11 March 2021 from 4:30pm to 7:30pm.**

In normal times, we would be welcoming you into school for the opportunity to meet your child's teachers and discuss the progress they have made so far this year. Unfortunately, with the current restrictions, we will not be able to invite you into school.

As such, Year 8 Parents' Evening will take place **online** this year through **Microsoft Teams**. At the Parents' Evening, you will have the opportunity to speak with your child's subject teachers to discuss their current progress and attainment.

Attached is an appointment sheet for students to use to make appointments with their teacher. Each appointment will last for 3 minutes. Pupils can make appointments during their live lessons over the coming week. Arrangements can also be made via email conversations. Students will be asked to leave sufficient time between appointments to allow for connecting and reconnecting to different teachers. If you have a particular concern that you feel requires longer please make a separate appointment at a different time.

This will be the fourth time that we have hosted Parents' Evenings in this way. We envisage that this evening will run just as smoothly and successfully as our previous virtual parents' evenings. However, please bear with us if we do encounter any technical difficulties on the night.

You will be able to access **Microsoft Teams** by using your child's log in details. Students have been using this programme for remote learning and so should be familiar with it. Enclosed with this letter is a document that contains a step by step guide on how to access Year 8 Parents' Evening.

If you foresee any issues with being able to join your appointment, please contact us as soon as possible at support@arrowsmith.wigan.sch.uk.

I hope that you are able to take advantage of this meeting as we continue to work together to give your son/daughter the support they need to fulfil their potential.

Yours faithfully

R Outterside

R OUTTERSIDE (MRS)
Year 8 Senior Learning Coordinator