

6 October 2020

Dear Parent/Carer

Virtual Year 7 Settling in Event

I hope your child is settling in well at the start of this new academic year at Appleton Academy. Our Year 7 students are a fantastic year group and have responded to the school and their learning in an overwhelmingly positive manner.

Due to the current pandemic and associated restrictions, we are always looking for better ways to support our students and their parents without the need for parents to come into school. This year, we are holding our 'Settling in Event' virtually instead of in the school building. We would, therefore, like to invite you to meet your child's Form Tutor at our virtual Settling in Event on **Thursday 22 October 2020 between 4.30pm until 7:00pm**. Tutors will discuss with you how your child has settled into secondary school life and share comments with you from their class teachers. Should you wish, there will also be opportunities to discuss your child with their Head of Year, Miss Young, and with one of our Assistant Headteachers', Miss Hirst. If necessary, we can also arrange a discussion for you with a member of the SEND team.

Before the evening:

Book an appointment at <http://appletonacademy.parentseveningsystem.co.uk> and follow the onscreen instructions. Booking will be open from 4:00pm on Tuesday 6 October 2020 until 12:00pm on Thursday 22 October 2020.

On the evening:

Allow yourself time to log into the system ahead of your online meeting. You will join the event by following the link in your booking confirmation email or by using the link above.

Click on '**Join Video Appointments**' to open the video call screen. Next, click on '**Start Appointment**' and you will be taken to the call screen to await your teacher, who will connect at the appointment time. You will see a countdown on the screen to show you how much time you have left.

Requirements:

In order to make video calls you need to have, as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
 - iPhone/iPad:** Safari
 - Android:** Chrome or Firefox
 - Windows:** Chrome, Firefox or Microsoft Edge
 - Mac:** Safari, Chrome or Firefox
 - Linux:** Chrome or Firefox

We would recommend:

- Using your smart phone for video appointments. If you do not have a smart phone with a front facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

We look forward to seeing you.

Yours faithfully

Diane Whitehead
Deputy Headteacher – Secondary Attainment and Standards