



27 November 2020

Dear Parent/Carer

Virtual Year 11 Parents' Evening

Due to Covid-19, we are continuing to seek ways to better support our students and their parents while we are unable to welcome you into school. This year, we are holding our Year 11 Parents' Evening online, instead of in the school building. Therefore, we would like to invite you to meet your child's class teachers at our virtual parents' evening on **Tuesday 12 January 2021** between **4.30pm and 7:00pm**.

Class teachers will be able to discuss the progress your child is making and what they need to do to progress further and ways you can support them with this at home. Should you wish, there will also be opportunities to discuss your child with their Head of Year, Mrs Ashton.

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 Monday 4 January 2021 until 12:00pm on Tuesday 12 January 2021.

On the evening:

Allow yourself time to login to the system in advance of your appointment 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 smartphone for video appointments. If you do not have a smartphone 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