

June 2023

Dear Parent/Carer

SEND Parent Forum – Monday 17th July at 4.30pm

Due to the success of our parental forum meetings, we would like to offer a further date where you will have the informal opportunity to discuss an important area of school life with myself, Mr Smith, and Mrs Callaly. The topic of the forum in July will be focused upon reflecting on the previous year and answering any questions you may have for the coming academic year. It would be good to have a group of parents attending the forum to discuss this topic, which is representative of all the different year groups at the Academy. We appreciate that everyone's availability through the week is different, so we have decided to host the forum online, via Teams, to allow as many parents as possible to attend (if they wish to be part of the discussion).

This will be an open group and due to the way Teams works, your name and/or e-mail address will be displayed on the screen. If you choose to attend the meeting and do not wish to share this information, you must ensure that you have set your privacy settings up correctly to avoid displaying your details if you do not wish to do so. This is your responsibility, and the school will not be accountable for your details being shared with other families if you fail to correctly manage your settings.

By attending the meeting, you also consent to this information being shared with other attendees. If you wish to attend but want to protect details such as your name and email address being displayed to others during the meeting, you can follow the instructions below to change your privacy settings. On most devices, this will ensure your details are not shared, but you should ensure you check your individual devices, as the Academy cannot be responsible for settings on your home computers, tablets etc.

Changing Privacy Settings on Teams:

1. Open Microsoft Teams
2. Click the three-dot menu in the upper right-hand corner and then click 'Settings'
3. Click 'Privacy', click 'how others can find you' and then click 'edit contact information'
4. Click to toggle your emails and phone numbers that you want to remove
5. Click 'Confirm' to confirm that the contact information is what you want to hide from search

If you wish to attend the forum, please complete the attached form by following the link provided so we know how many families to expect.

I hope to see you there!

Your faithfully

Charlotte Wightman
Assistant Head Teacher for Inclusion and Learning Support