



June 2023

Dear Parent/Carer

SEND Parent Forum – Monday 10 July at 4.30pm

Due to the recent success of our parental forum meetings, we would like to extend the offer to new parents whose children will be joining Appleton Academy in September. You will have the informal opportunity to discuss an important area of school life with myself, Mr Smith, and Mrs Callaly. This parental forum will focus on any questions you may have about starting at Appleton Academy and the new academic year.

It would be good to have a group of parents attending the forum to discuss this topic. 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