St. Edward's Church of England Academy

Westwood Road, Leek, ST13 8DN
Telephone: 01538 714740
Principal: Mr. T. Hutchinson
http://stedwards.academy

May 2023

Dear Parent(s) and Carer(s)

YEAR 5 VIRTUAL PARENTS' EVENING - Online Appointment Booking

I would like to invite you and your Year 5 child to attend our virtual Parents' Evening via video call on Monday, 12th June 2023 from 4.30pm to 7.30pm. This is an important evening and provides you with an opportunity to speak to your child's **subject teachers** about their progress. You can also make an appointment with your child's House Leader and Mrs Stubbs from the AEN (SEN) Department (if appropriate). Each appointment slot will last for **four** minutes in duration and then the video call will automatically disconnect.

St. Edward's Academy uses an intuitive and easy online appointment booking system. This allows you to choose your own appointment time(s) and you will receive an email confirming your appointment(s). Appointments can be made from 8.00am on Friday, 19th May 2023 and the booking system will close on Tuesday, 6th June 2023 at 11.55pm. You may choose to see up to **six** members of staff but please only make *one appointment per teacher*. Please note that you can add comments when booking appointments if you wish to discuss anything specific.

Please visit http://tinyurl.com/st-edwardsPES to book your appointments (a short guide on how to add appointments is on the back of this letter). Login with the following information:

Pupil's First Name
Pupil's Surname
Pupil's Date of Birth

On the evening, you just need to log back into the parents' evening system using **GOOGLE CHROME** web browser and click on the box "Join Video Appointments" to access the video call. Below you will find a link which will explain how appointments over video call will work for parents:

https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call

In line with GDPR regulations, sessions will not be recorded. Conversations between you and members of our staff are private and we expect the same respect in return. Sessions must not be recorded without the express permission of all involved.

We hope you find this evening productive.

Yours faithfully

Mr T. Hutchinson
Principal