



4<sup>th</sup> January 2021

Dear Parent/Carer,

**Virtual Year 11 Parents' Evening, Wednesday 13<sup>th</sup> January 2021  
- Online Appointment Booking**

I would like to invite you to attend our Year 11 Parents' Evening to be held on **Wednesday 13<sup>th</sup> January 2021**. The timing of this Parents' Evening is important as it immediately follows the Year 11 mock exams results. As such, it will give you an excellent opportunity to review your son/daughter's progress in their Key Stage 4 study to date and allow you to understand what your son/daughter needs to do in preparation ahead of their final exams.

We have introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. All appointments will be held virtually via video with the new easy to use software. We would hope that both parent/carer and the student 'attends' each appointment.

Appointments can be made from **Monday 4<sup>th</sup> January 2021** and will close on **Tuesday 12<sup>th</sup> January 2021**. Appointments will be available between 4.30pm and 7.00pm. Please note that teachers have limited availability and you may not be able to book all of the appointments you would like. All appointments are 5 minutes in length and the software (not the teacher) will automatically end each appointment after 5 minutes. To help with time management there is a countdown timer on screen. A short guide on how to make appointments is included with this letter. You can also watch a short video to help with the whole process, including, what to do on the evening of the event, by clicking the following link:

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

Please visit: <https://maidenhillschool.schoolcloud.co.uk/> to book your appointments. You can log in by completing the requested details on screen.

Yours sincerely,

Mr A Hara  
Assistant Headteacher  
(Student Welfare and Guidance)