



Friday 19th November 2021

Dear Parent/Carer

Year 7 Virtual Parent Evening

You and your child are invited to attend online meetings with your child's subject teachers over the following evenings:

- Tuesday 30th November
- Wednesday 1st December
- Thursday 2nd December

Each evening will run from 4.00pm until 7.00pm and each appointment is limited to five minutes. Appointments can be booked as either a video call or a phone call. If you choose a video call, it will be via the Microsoft Teams platform that we used earlier this year for remote online learning.

Subject teachers will be available over the course of the three evenings to discuss your child's progress and set targets for improvement.

We have introduced an easy to use online appointment booking system. This system allows you to choose your own teacher appointment times and the format of your appointment (video/phone call). When the system goes live, you will receive an email invitation to activate your account. Please do not attempt to create an account before receiving your activation email.

The appointment system will go live on **Wednesday 24th November**. Please note, appointments will be made on a first come first served basis and each appointment will also include 5-minute movement time. If you do not receive your invitation, please email g.ferguson@thestleonardsacademy.org.uk **You will not receive the activation email until the system is live.**

If you do not have access to the internet or there is an issue logging in, then please email your query to Gail Ferguson on g.ferguson@thestleonardsacademy.org.uk who will be happy to help or add appointments on your behalf.

Yours faithfully

Mr James Michie
Vice Principal