



21<sup>st</sup> October 2020

Dear Parent/Carer.

We warmly invite parents/carers to book a virtual online appointment for the Year 9 Parents' Consultation Evening on Thursday 5th November from 4pm to 7pm. This is your opportunity to discuss, with subject teachers, how your child is progressing with their studies.

Due to current government guidelines and restrictions, we will be conducting 5-minute appointments online via a video link. **Please note, that if you delay starting a call it does not extend the duration for that appointment. The appointment will always end at the scheduled time.**

We use the system '[Parents Evening Manager](#)' to book and to attend your virtual appointment. Appointments will go live Wednesday 21st October at 3pm and close on Thursday 5th November at 8am.

Appointments for Miss Woodman, Year 9 Progress Leader are available for parents/carers to discuss any wider issues. Online appointments for Miss Woodman are booked in the same way as booking for subject teachers.

Please find attached a guide to help you with making an appointment and a troubleshooting link.

<https://support.parentseveningsystem.co.uk/article/807-video-troubleshooting-camera-and-microphone-access>

If you require further assistance, please call the school on 01293 420500 or email [parentsevening@ifieldcc.co.uk](mailto:parentsevening@ifieldcc.co.uk) where we will be able to assist you.

Yours faithfully,

Rob Corbett, Headteacher



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