



From: Second Master David Dawswell

12 March 2021

Dear Parent

**Parents' Evening for parents of Second Years:**

- **Live webinar on Wednesday 21 April, 7 - 8pm**
- **Meetings with teachers on Thursday 22 and Friday 23 April, 6.30 - 8.30pm**

Parents of students in the second year are warmly invited to discuss with staff their child's progress, via Zoom. This time the appointments are being organised across two days, from 6.30pm to 8.30pm. When arranging the meetings, the student will need some flexibility on appointment times as there are some staff who are caring for young children on their own: staff will endeavour to make alternative arrangements. Thank you for your understanding.

The Headmaster and other staff will talk at the webinar on Wednesday 21 April at 7pm, including information about the academic subject preferences form, which will be due in a week later. We would ask parents to attend, or listen to the recording which will be sent round to them.

Students will be emailed an appointments sheet next week on which to record the appointment times which have been agreed with their teachers. It is, of course, vital that you do not over-run the five-minute appointment. If a more detailed interview is necessary, then please arrange one at a more convenient time with the member of staff concerned. Occasionally students are absent during the week when most appointments are booked. If this happens, they may be well enough to organise the appointments via email, but, if not, parents could contact the teachers, to see if he or she can meet you on Zoom.

In many cases, children accompany their parents throughout. The meetings are a good opportunity for dialogue about progress so far, and about subjects suitable for the next academic year. Parents may feel it necessary to have a private word with a member of staff, and so come to the decision that their child will not attend appointments; alternatively, parents could continue the conversation by contacting the teacher by phone or e-mail later.

A few days before the parents' evening an email will be sent to parents detailing how to access the Zoom meetings, including for parents who are not in the same location as their child. Please wait outside the Zoom room: the teacher will then invite you in, though they might be delayed by the previous appointment.

Yours sincerely

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