



ABINGDON

From: Second Master, David Dawswell

1 April 2022

Dear Parent

**Parents' Evening for First Years on
Wednesday 11 May, 6.30 – 8.30pm**
(and Thursday 12 May overflow night for teachers
with 2 sets in the yeargroup),

Parents of students in the first year are warmly invited to discuss with staff their child's progress, via our online application "Parents' Evening System".

The appointment system will be open for bookings at 7pm on Wednesday 4 May and a reminder email will be sent from school. You are welcome to book appointments with your child's **subject teachers** on a first come, first served basis. Please see the following guide for booking appointments: [Parents' Evening System](#) - *please note that this system uses a student's 'Preferred' name, e.g. 'Bertie' rather than 'Albert'*. As usual, if issues arise which you would like to discuss with your child's tutor, please contact them by email to arrange a time to talk.

Like many schools, appointments will be on **one** main night only. However, **when a teacher has 2 or more sets in that year group**, bookings will be allowed to overflow into a second night in order to maximise the opportunity for parents to speak to the teacher.

The nominal time of the first evening is 6.30pm to 8.30pm, but some staff may offer earlier and/or later appointments. For the second night there will usually be fewer appointments available, as the majority will have been done the previous night. Here is the list of teachers who are needing to offer a **second night (Thursday 12 May)**:

Art: Sarah Brown
Biology: Clare Hamilton
Design Technology: David James, Mark Johnson
Drama: Jeremy Taylor
Geography: Alex Axon
Modern Languages: Regina Engel-Hart
Music: Michael Stinton, Adam Treadaway
Philosophy & Theology: Simon Steer
Physics: Rob Jenkins

In general, most staff will only need one night to cover all their pupils.

Staff who are caring for young children on their own may not have full availability and will endeavour to make alternative arrangements where necessary. Thank you for your

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understanding. Please email them.

On the evening(s), all video conversations will take place via the Parents' Evening System application. Please [log into the system](#) on the evening and you will automatically be moved between teachers as per your scheduled 5 minute appointments. More information on using the system for the evening can be found [here](#). It is possible for families to be in multiple venues, yet all be part of the same conversation with the teacher - please find information on how to add another parent/guardian to the appointments [here](#). If a more detailed interview is necessary, then please arrange one at a more convenient time with the member of staff concerned.

In many cases, students join their parents. 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 the evening. If, however, they attend, we would discourage you from sending them away, even temporarily. Parents are encouraged to continue the conversation by contacting the teacher by phone or e-mail.

Shortly before the first parents' evening **messages from the Headmaster and from Adam Jenkins** will be sent to parents for you to play.

If you have any technical difficulties during booking, please contact is@abingdon.org.uk

Yours sincerely

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