



From: the Senior Deputy Head, Graeme May

9 November 2023

Dear Parents

**Parents' Evening for Lower Sixth students on Wednesday 29 November**  
(and Thursday 30 November overflow night for teachers with 2 sets in the year group)  
**6.30pm-8.30pm**

Parents of students in the Lower Sixth year are invited to discuss their children's progress with subject teachers. All appointments are online and SchoolCloud is our chosen platform.

The appointment system will be open for bookings at **7pm on Wednesday 22 November** 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'.*

Appointments will be all on **one** main night only. However, **when a teacher has more than one set in a 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.

Most pupils have two subject teachers in Sixth Form, with each teacher having a separate appointment with you. There are some exceptions to this:

- DT pupils will have a single appointment with one of their two teachers. This is because DT is essentially co-taught and both teachers have a strong overview of each pupil's progress.
- Economics and Business pupils will have a single appointment with one of their two teachers. This is because teachers of these subjects have very high numbers of pupils (as these subjects are A Level only) and it would not be possible to have two appointments per pupil, even across two days. The teacher you see will be able to comment on both sides of the course.
- Latin and Greek pupils will have three appointments, one with each of their three teachers.
- Music will have two appointments, even though Music students have three teachers. The two teachers will be able to comment on all aspects of the course.

The nominal timings for the first evening are 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. In general, most staff will only need one night to cover all their pupils.

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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 understanding. Please email them.

We understand that many parents of our international boarders may be unable to make appointments at the times above owing to time differences. Those parents should liaise with their child's teachers to find appointment times during the school day that would work better for them. These appointments may be via Zoom or an equivalent rather than SchoolCloud.

On the evening(s), all video conversations will take place via SchoolCloud. Please [log into the system](#) at the beginning of the evening and you will automatically be moved between teachers for your scheduled 7 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.

If you have any technical difficulties during booking, please contact [is@abingdon.org.uk](mailto:is@abingdon.org.uk).

**To set the scene for the forthcoming parents' evenings, there is a webinar on Tuesday 28 November at 7pm. We would ask parents to attend, or listen to the recording which will be sent round to them. You will be sent an invitation to the webinar.**

If you would like to meet with Mr Triff, Head of Career Guidance and Coordinator of Non-UK University Applications, please [complete this form](#) no later than 9am on Tuesday 21 November. By completing this form, you will be able to book an appointment with Mr Triff through the Parents' Evening Online Booking System. If you don't complete this form, Mr Triff's name will not appear in your booking system account, and, therefore, you will not be able to book an appointment with him.

If you would like to discuss anything with your child's tutor or a member of the Learning Support department, please contact them separately by email to arrange a time to talk.

I hope you have productive and useful conversations.

Yours

A handwritten signature in black ink, appearing to read 'Graeme May', with a large, stylized flourish at the end.

Graeme May