



From: Senior Deputy Head Graeme May

21 March 2024

Dear Parent

**Parents' Evening for First Year students on Thursday 2 May**  
(and Friday 3 May overflow night for teachers with 2 sets in the yeargroup),  
**6.30 – 8.30pm**

Parents of students in the First year are warmly invited to discuss their child'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 Thursday 25 April** 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.

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.

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.

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

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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.

For first year parents' evenings, parents attend the meetings without their first year child, enabling "more honest" conversations.

To set the scene for the forthcoming parents' evening, a recorded introduction from Mr Jenkins will be sent to parents in advance of the evening.

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

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,

[graeme.may@abingdon.org.uk](mailto:graeme.may@abingdon.org.uk)