



From: Senior Deputy Head Graeme May

21 March 2024

Dear Parent

Parents' Evening for Second Year students on Tuesday 23 April
(and Wednesday 24 April overflow night for teachers with 2 sets in the yeargroup),
6.30 – 8.30pm
Parents' Evening Webinar is on Monday 22 April, 7pm

Parents of students in the Second 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 Tuesday 16 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.

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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 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. The meetings are a good opportunity for dialogue about progress so far, and for discussion about choices for optional subjects studied 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 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. We would hope that students can be included in nearly all discussions.

The Head, Mr Jenkins and Mr Lomax will talk at the webinar on Monday 22 April, 7pm to set the scene for the forthcoming parents' evenings, and to talk about the options for the third year, which will be due shortly after the parents' evening. 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 in a separate communication.

If you have any technical difficulties during booking, please contact 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,

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