



From: the Senior Deputy Head, Graeme May

18 April 2024

Dear Parents

**Parents' Evening for Fourth year students on Monday 13 May**  
(and Tuesday 14 May overflow night for teachers with 2 sets in the year group)  
**6.30pm-8.30pm**

Parents of students in the Fourth 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 Tuesday 7 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'.*

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.

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.

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: 01235 521563 Fax: 01235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)

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 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. *Please note that should you wish to record the online meetings, this should only be done so with prior consent of the teacher(s) concerned.*

In many cases, students join their parents. The meetings are a good opportunity for dialogue about progress so far through the GCSE subjects. 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.

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

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 7 May. 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

Graeme May