



HEADTEACHER: Mr K Ford

18<sup>th</sup> November 2022

Dear Parent/Carer

## **Year 7 Virtual Parents' and Carers' Evening – Thursday 1<sup>st</sup> December**

I would like to invite you to attend your first Virtual Parents' and Carers' Evening with Great Marlow School on Thursday 1<sup>st</sup> December between 3:45pm and 7.30pm.

This is an important evening and provides you with an opportunity to meet, remotely, with your child's subject teachers.

For parents and carers of Year 7 students, this is your first formal opportunity to find out how your child has settled into school life at Great Marlow School and provides a valuable opportunity to discuss child's progress and attitude to learning in the first term.

### **The Booking System**

The school has an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from **Monday 21<sup>st</sup> November at 6pm and will close on Tuesday 29<sup>th</sup> November at 6pm**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://greatmarlow.parentseveningsystem.co.uk/> to book your appointments, a short guide is on the system if you have any problems. Login with the following information:

- Parent/Carer Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

To manage capacity of the online system, parents and carers **may book up to 8 appointments** with subject teachers. We are aware that there are a limited number of slots for each member of staff and sometimes there are no appointments available. Please add your name to the waiting list for that member of staff. Alternatively, if an appointment does not become available, the member of staff will be in touch to discuss the progress of your son or daughter. In the same way we are aware that limiting the number of appointments you can make to 8, means that you cannot make appointments with all your child's teachers on the evening, please email any teachers directly if you are not able to meet with them on the evening and would like to discuss your child's progress.

In the event of any technical issues, we are unlikely to be able to rearrange the appointment on the evening, as most teachers will have 39 appointments at 5-minute intervals throughout the evening. The member of staff will, however, make contact with you after the event to organise a mutually convenient time for the appointment.

Please be aware that after 5 minutes the appointment will automatically end, there will be a countdown, but it can feel a little abrupt. The teacher is automatically moved to the next appointment by the online system.

### **Staff appointments**

Unfortunately, not all staff are available for the Year 7 Parents'/Carers' Evening, and you will see that you are therefore unable to book appointments with these staff members.

Due to a music concert Mr Kidd (Music) and Mr Grosart (Music) will not be available for the evening. Mrs Chenery (Drama) and Mrs Jeremiah (Drama) will also not be available for appointments on Thursday 1<sup>st</sup> December. Mrs Wheeler's Citizenship class have recently been taken over and therefore there will be no appointments available for 7H1 and 7K2 for Citizenship.

Lastly, if your child is in 7h1 they can only book an English appointment with Mrs Christiansen. Mrs Christiansen will use your 5-minute appointment to discuss both English and History.

### **The Virtual Parents' and Carers' Evening**

The virtual system is very simple and will connect you to your meeting automatically. Please could you make sure that you have connection to the internet, a microphone on the laptop/computer that you will be using. Alternatively, you can use your mobile phone to connect to the meeting which is the easiest method of connecting. All meetings are done through a web browser so there is no app to download or install. Please note that some teachers may choose to communicate using the audio function only. We advise that you are aware of the environment from which you are communicating and do log in on the website in advance. Please visit: <https://greatmarlow.parentseveningsystem.co.uk/> on the evening of your meeting to join your meetings.

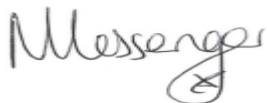
Login with the following information:

- Parent/ Carer Surname
- Student's First Name
- Student's Surname
- Student's Date of Birth

I hope this evening runs smoothly and is a positive experience for all.

Many thanks for your ongoing support and we look forward to welcoming you all to the first virtual Parent's/ Carers' Evening for your child.

Yours faithfully



**Mrs N Messenger**  
**Director of Learning Year 7**