



11th January 2021

Dear Parent/Carers,

Year 9 Virtual Parents' Evening Appointment Request

Thursday 21st January 4.30-7pm

I would like to invite you to attend the Year 9 Virtual Parents' Evening which will be a chance to discuss the progress your son/daughter has made since returning this academic year and an update on their progress during lockdown education. This year we are hosting the evening via an online platform, the link for which can be found at;

<https://www.stclementshigh.org.uk/page/?title=Parent+Links&pid=105>

To book an appointment you will need to click on the event shown then click any of the green cells to make an appointment. To change an appointment, delete the original by hovering over the blue box and click *Delete* then choose an alternate time. Alternatively you can instruct the software to create the appointments for you based on yours and their teachers' availability. If you have anything you would specially like to discuss or raise, we would encourage you to leave a message to their teacher ahead of the evening.

Further instructions and guidance of using this system are published on our School website, under the subheading 'Parents'. Bookings will close ahead of Thursday 21st, so please do book your appointment before the day. Appointments with each subject teacher will be 5 minutes long, and will automatically cut out after the designated time. Unfortunately, we are unable to extend appointment times; however if further discussions are required you are advised to make an appointment through the school reception.

Where possible please view the progress your child is making by viewing previous reports on line before the evening via the SIMS Parent APP. If you have any difficulty accessing the parent APP please email data@stclementshigh.org.uk for support in resolving this.

We very much look forward to seeing you with your child and believe the evening will prove to be both useful and successful for all involved. We will contact you after the event to allow you the opportunity to provide feedback.

If you are unable to use the online appointment facility and require a telephone call instead, please email office@stclementshigh.org.uk

Yours Sincerely,

Mrs L Towle
Assistant Headteacher – KS3
Link for guide:-

<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-cal>

