



17th June 2021

Dear Parent/Carers,

Year 8 Virtual Tutor Appointment Request

Appointments available on Thursday 1st July or Tuesday 6th July

I would like to invite you to attend a Year 8 Virtual Tutor appointment, you will have the opportunity to discuss academic progress and reflect with their form tutor on their recent Year 8 assessments. The evening will be hosted 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 tutor's 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 on how to use this system are published on our School website, under the subheading 'Parents'. Bookings will close ahead of Monday 28th June, so please do book your appointment before the day. Appointments with each tutor will be 10 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. You will only be able to book one tutor appointment, but do have the opportunity of dates shown above.

There are additional staff members available on Tuesday 6th July for you to book an appointment with, Mrs Chappell (Trust Assistant SENCO), Mrs Cawston (KS3 Pastoral Support Officer) and myself. There is no obligation to book these additional appointments, but the option is there for you if you wish.

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.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>