



11th January 2021

Dear Parent/Carer

Re: Arrangements for Year 9 Parents' Evening (Thursday 14th January, 4.00-7.00 pm) and Year 9 Curriculum Options Brochure

Your child should have begun the process of making appointments with their subject teachers before Christmas for the virtual Year 9 Parents' Evening on Thursday 14th January. As explained in the letter sent to Year 9 parents before Christmas, appointments will be conducted virtually with teaching staff via the Zoom platform. The username and ID codes for staff appointments are being sent separately to you via email. This evening will offer an opportunity to discuss your child's progress, as well as to begin the process of considering Key Stage 4 options. The Curriculum Brochure is available on our website at www.stjamesheadle.co.uk and is also being sent to you as a hard copy in the post. Please be aware that there will be a separate online Options Evening in February, and further information will follow about the options process in the coming weeks. The arrangements for Thursday's Parents' Evening are as follows:

Before the evening

- You will need to set up a Zoom account (if you do not already have one) to speak to your child's teachers. This can be done by downloading Zoom on to your laptop, PC or other device via <https://zoom.us/signin>

On the evening

- Appointments with staff will begin at 4pm, and will last for no longer than 5 minutes.
- It is important that parents log on as close as possible to the times arranged with teaching staff
- As on a normal Parents' Evening, there may be times where you will have to wait for other meetings to conclude. You can choose to wait in the 'waiting room' for the staff member on Zoom or log on to your next appointment as appropriate
- **For safeguarding and identification purposes, you should set your username as 'Surname – Form', eg. Guscott 9J.** All meetings will also be recorded for training and monitoring purposes
- If you are unable to speak to any of your child's teachers for whatever reason on the evening, then please feel free to contact them (as normal) via phone or email after the meeting. In the event of wider technical issues on the evening, staff will endeavour to contact you by phone at a later date

Parents' Evening questionnaire

Parents would also normally fill in a questionnaire on the evening. This is also being done virtually, and the questionnaire can now be found at:

https://docs.google.com/forms/d/1uzsi41wUHPU-5dPzCwoUckNYja8573_xkgB7j_MlC4/edit

Please be aware that the questionnaire will only be available for submissions up to the end of 18th January.

If students do not have access to IT equipment at home, please contact our relevant Pastoral Manager, Mrs Chadwick for Key Stage 3. If students have any technical difficulties, please contact our IT technicians, a.millar@stjamesheadle.co.uk or t.millar@stjamesheadle.co.uk

Yours faithfully

Dr S Guscott
Deputy Headteacher