



## Trinity School

A Church of England  
Academy

29 March 2023

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Ms Jo Hawkin  
Headteacher

Dear Parent/Carer

**Re: Year 8 Virtual Parents' Evening  
Tuesday 18 April 2023 – 3.30 pm to 6.30 pm**

We hope that you will be able to attend the virtual evening to speak with your son/daughter's subject teachers. To facilitate the discussions, we are using our existing Parents Evening Booking System as a video conferencing option. Accessing this booking system as you normally do will allow you to select an appointment with the appropriate members of staff. Appointments will last **5 minutes** and will always finish at the specified time. **The booking system will be open to make appointments from Thursday 30 March at 7.00 pm and will close on Tuesday 18 April at 12.15 pm.**

A feature of the parents' evening system allows up to two parents, at different addresses, to be involved in each video call. After you have made your bookings, click the *'Invite Parent/Guardian'* button, and enter the email address of the second parent/carer you wish to invite, and this will grant them access to the call also. The additional parent then clicks the link in the email to join the appointments.

Please log on to the system to test your equipment prior to your video appointments so you can test, your available audio and video devices. If you have any issues booking your appointments, please contact school for assistance.

A guide on how to attend your appointments over video call can be viewed at: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>.

Whilst the system we are using for this event has been typically excellent, it is important to acknowledge that technology from external providers can sometimes let us down. Please note that if we are disrupted in any way, teachers will email your son/daughter's school email account with a link to access a live 'Teams' conversation instead.

Please visit <http://trinityschoolcarlisle.parentseveningsystem.co.uk> or use the link on the Trinity School website, to book your appointments.

Should you wish to make any changes after the booking system closes, or if you need any help with your booking, please do not hesitate to contact your son/daughter's Head of Year, who will be able to assist you.

**This will be a busy event and appointment slots may fill quickly therefore if you are unable to obtain an appointment with a chosen subject teacher, please join the waiting list and you will be allocated an appointment should there be any cancellations. If you do not get an appointment and have joined the waiting list, subject staff will contact you to let you know how your child is progressing in their subject area.**

If you are unable to attend, or feel you need more information regarding your son/daughter's progress to date following your appointment, please email school. Contact email addresses for each subject area are on the Trinity website at [www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)

Yours faithfully

P Charnock  
Deputy Headteacher