



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

11 May 2021

Dear Parent/Carer

Re: Year 7 Virtual Parents' Evening - Thursday 20 May 2021, 3.30 pm to 7.00 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 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 13 May at 10.00 am and will close on Thursday 20 May at 12.15 pm.

Whilst the majority of Year 7 teachers will be active on Thursday 20 May, between 3.30 pm and 7.00 pm, several are unavailable and so will offer appointments on Wednesday 26 May, the following week. We will contact parents/carers concerned about these appointments towards the end of next week.

A new feature has been added to the parents' evening system which 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/carers 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.

Another improvement to the Video Appointments is the ability for parents to choose between, and test, their available audio and video devices before joining the video call.

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 don't hesitate to contact your son/daughter's Head of Year, who will be able to assist you.

Yours faithfully

P Charnock
Assistant Headteacher