



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

6 January 2021

Dear Parent/Carer

Re: Year 9 Virtual Parents' Evening - Thursday 14 January 2021

We hope that you will be able to attend the virtual evening to speak with your son/daughter's subject teachers. This will undoubtedly be a most useful evening ahead of the imminent GCSE options process and I encourage you to speak to as many teachers as possible, to ensure appropriate curriculum choices are made ahead of year 10. We will be communicating separately about the options process very shortly.

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 but will always finish at the specified time. The booking system will be open to make appointments from Friday 8 January at 10.30 am and will close on Thursday 14 January at 12.45 pm.

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/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.

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 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>

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