



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

11 January 2022

Dear Parent/Carer

**Re: Year 9 Virtual Parents' Evening
Tuesday 24 January 2023 from 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. 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 open for making appointments on Tuesday 17 January at 10.30 am and will close on Tuesday 24 January at 12.15 pm.**

Whilst the majority of Year 9 teachers will be active on Tuesday 24 January, Dr Vaughan (Geography), Miss Whitehead (Science), Miss Kirk (Geography) and Miss Bates (Geography) are unavailable so will offer alternative appointments on Wednesday 1 February, 3.30 pm to 6.30 pm. We will contact parents/carers concerned about these appointments by Thursday 26 January.

There is a feature on 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 system is the ability for parents to choose between, and test, 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.

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

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
Deputy Headteacher