



Trinity School

A Church of England
Academy

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Ms Jo Hawkin
Headteacher

13 September 2021

Dear Parent(s)/Carer(s)

Re: Year 12 Information and Tutor Evening, Thursday 23 September 3.30pm-6.30pm

I hope that you will be able to attend the Year 12 Information and Tutor Evening to speak with your son/daughter's Form Tutor. This meeting will provide an opportunity to discuss how your son/daughter has settled in to the Sixth Form, preparation for the internal and external exams and his/her post Sixth Form options.

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 member of staff. Appointments are 5 minutes long and will always finish at the specified time. The booking system will be open to make appointments from **Tuesday 14 September at 10am** and will close on **Tuesday 21 September at 11:55pm**.

Please follow the link: <https://trinity6thform.schoolcloud.co.uk/>

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 to attend your appointments over video call can be viewed at:

<https://support.parenteveningsystem.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.

Should you wish to make any changes after the above date, or if you need any help with booking, please contact the Sixth Form Office and staff will assist you.

Yours faithfully

Mr Andrew Winter
Assistant Headteacher – Sixth Form