



**Trinity School**

A Church of England  
Academy

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Ms Jo Hawkin  
Headteacher

27 June 2022

Dear Parent/Carer

**Re: Year 12 Virtual Parents' Evening, Thursday 14 July 3:30-6:30pm**

I hope that you will be able to attend the Year 12 Virtual Parents' 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. Appointment times vary depending on class size but will always finish at the specified time. The booking system will be open to make appointments **from Monday 4 July at 10am** and will close on **Monday 11 July 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.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.

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

Andrew Winter  
**Assistant Headteacher**