

St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College

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Headteacher: Mr P Mitchell

Chair of Governors: Mrs G Kilgour

Year 13 Parents Evening 11th February 2021: Online Appointment Booking

I would like to formally invite you to attend our "virtual" year 13 parents evening on Thursday 11th February from 3:00pm to 6:00pm. Due to the current situation with COVID-19 we are unable to run our traditional parents evening in school. We have been working hard to find a solution which enables you to discuss your child's academic progress with subject teachers.

As a result, this year the school is going to be using an online booking system for parents evenings; this will give you the opportunity to speak with your child's subject teachers about their progress in year 13 and any gain any relevant information about interventions and additional support. These meetings will be held via the Microsoft Teams platform. Please note that we will be recording meetings.

How to book an appointment

Click the following link:

<https://outlook.office365.com/owa/calendar/StJosephsCatholicAcademy@stjosephs.uk.net/bookings/>

1. Follow the link to the booking page.
2. Select the member of staff you wish to make an appointment with
3. Select a time slot
4. Enter your child's name in the booking at the bottom and your email address.
5. Click book. Please note all appointments will be recorded.

Please ask your child for the name of their subject teachers. Where subjects are taught by two staff you only need to book an appointment with one, although where possible, both will be available to give back feedback.

Appointments will last a maximum of ten minutes to allow teachers to speak to as many carers/parents as possible. Where possible staff will use the camera function, but some appointments may be audio only.

If you do not have access to the internet, please contact Mrs Kerr the head of year and we will arrange alternative provision.

Yours sincerely

Mrs M Kerr

Head of Year 13

Parents/Carers: Stay Alert. Keep your child at home if they have Covid-19 symptoms. Stay Safe.