



# ST. AIDAN'S

CHURCH OF ENGLAND HIGH SCHOOL

Dear Parent/Carer

## **Year 7 Parents' Evening**

7C, 7D, 7E and 7G. Wednesday 5<sup>th</sup> May, 16:30 – 19:00

7P, 7S, 7W and 7Y. Tuesday 11<sup>th</sup> May, 16:30 – 19:00

Year 7 Parents' Evening is an opportunity for parents/carers to talk to their child's teachers. This year, parents' evening will take place online using Microsoft Teams.

### Booking appointments

Appointments are 5 mins in length and should be organised for each subject by the student. Students will be given an appointment booking slip by their form tutors, which they will stick in their planners. They will write on this the names of their teachers and the times of the appointments. Some teachers will organise appointment times with students in lessons, others will ask students to sign up for an appointment on Teams and will give instructions to the students on how to do that. In each case it's important that students record the times on the appointment slip, so parents can see when the appointments are.

We ask students to start organising appointments about a week before parents evening. Before then it is useful if parents and carers can talk to their child about what time they would like them to book appointments. It's also important to leave time between each appointment.

### On the evening

Students will need to be present on the evening as they will have to log on to their Teams account. Students can then help their parents/carers find the correct Team for each subject and join the meeting that will be running. When you join the meeting, you will be held in a lobby until the teacher has finished the previous appointment before letting you in. You will have to join a different Team meeting for each subject. I have attached a more detailed set of instructions for using Teams during parents' evening. If there are any issues during the evening, please contact the school via the dedicated email address: [parentsevening@staidans.co.uk](mailto:parentsevening@staidans.co.uk)

Unfortunately, there will not be an opportunity to speak to me on the evening, however I am available at any other time. If you would like to talk to me about anything please contact me at school by phone or send an email to school for the attention of Mr Taylor, details of how to do this are on the school website.

Kind regards

Mr Taylor

**Head of Year 7**

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Headteacher: Mr C Burt

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