



SIR THOMAS RICH'S SCHOOL

Oakleaze, Gloucester

Year 13 Parents' Consultation Evening

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Year 13 Parents' Consultation Evening

On **Tuesday 20 October** we shall be holding the first of our two Year 13 Parents' Consultation Evenings. A second evening takes place later in the academic year.

This will be a virtual Parents' Consultation Evening using the video meeting facility within Parent Evening Booking system. I will be sending further details about how to use the video meeting facility next week but the booking of appointments operates in the same way as it would for a conventional evening. You will need a device with a camera which is web enabled and an internet connection in order to participate.

You may have used the online booking system for previous Parents' Consultation Evenings and to access the system, you will need to visit <https://strs.parentseveningsystem.co.uk/> or use the link from the *Parents* page of the School's website.

You will not be able to make any appointments for the Parents' Evening until the evening goes live at **7.30 pm on 12 October**. To log into the system you will only need your name and email address along with the name and date of birth of your son or daughter.

Appointments can be booked up until 19 October. I attach a full guide explaining how to make appointments using the system. You may find that some teachers have already booked an appointment with you on the system; if this is the case, they will have done so in order to reserve a slot for pupils they may particularly wish to discuss - you are at liberty to change or cancel this appointment.

Staff who teach Year 13 will be available from **5.00 pm** until **8.00 pm**. Each appointment is five minutes in length and the system will automatically add five minutes between your appointments in order to allow you time to make any notes and prepare for your next appointment. The system automatically limits appointments to the time slot allocated and does not allow the appointment to be extended; we therefore ask you to prioritise the issues you wish to discuss within this time limit.

It would be particularly useful for your son or daughter to attend the video appointments with you as they are clearly central to the discussions about their progress during Year 13 (uniform need not be worn).

Yours sincerely

David Dempsey

ASSISTANT HEADTEACHER

SIR THOMAS RICH'S

Oakleaze Gloucester GL2 0LF

01452 338400

info@strs.org.uk

www.strschool.co.uk

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