



Mr G Panayiotou – Headteacher
Mr John McNichol – Chair of Governors

Castleford Academy
 Ferrybridge Road
 Castleford
 WF10 4JQ
 Tel: (01977) 605060

Our Ref: FAH/SN

3rd February 2021

Dear Parent/Carer

YEAR 7 VIRTUAL PARENTS' EVENING
THURSDAY 11th February 2021 4.00pm-7.00pm

I would like to offer you the opportunity to meet your child's teachers virtually at our Y7 Virtual Parent's Evening on Thursday 11th February 2021. Due to current restrictions and guidance, the evening will be held virtually but will follow the same protocol that face to face parents' evenings have done in previous years and the Year 7 Virtual Evening in December.

Parents will need to book appointments on-line using the usual booking system (please see attached sheet) <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

This is the system that will be used for the virtual parent's evening and the video chat will function through this website. On the evening of the parent's evening, **it is recommended that you log into the booking system 5 minutes before the time of your first appointment.** The system should then run a countdown screen until each appointment.

The appointment system will open at 6.00pm on Wednesday 3rd February 2021 and close at 12.00pm on 10th February 2021. Slots are available on a first come first served basis. If you do not have internet access please contact your child's Head of Year.

During the appointments, teachers will be able to discuss your son/daughter's latest report. You will be receiving a copy of your child's latest report in the post before the parent's evening.

In order to access the parents evening, you will need a suitable device (this could be a phone, tablet, laptop, computer or even kindle – just something that can access the internet and has a microphone and a camera). If you do not have access to this, please inform reception and we will arrange for your child's teacher to contact you via telephone on another occasion. We expect all parents to book an appointment either virtually or on the telephone. If you are unable to do so, please contact me directly on fhawthorn@castlefordacademy.com.

As the appointments are virtual, there will be an allocated time for each appointment. Each appointment is three minutes long. At the end of the three minutes the system will end the virtual call to allow the teacher to move to the next appointment. This is determined by the system. If you feel that there are other matters you would like to discuss but will not have time, you can book an appointment with myself or email me directly on the email address above. We recommend logging onto the system prior to your booked time, this will ensure that you do not miss any of the time you have been allocated.

We ran a successful trial of the system with our Y7 Form Tutors Parent's Evening. If you have log-in, connectivity issues or the video chat does not work on the evening, please ring the academy on 01977 605060 immediately and we may be able to support you for the further appointments. Unfortunately, due to





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the nature of the system, if you miss an appointment, it is not possible to rearrange as the teacher will be moved on by the system to their next appointment.

If you have any questions regarding the evening then please do not hesitate to contact me at school.

Thank you for your continued support.

Yours faithfully

F. Hawthorn

Mrs F Hawthorn
Head of Year 7

