



# St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr. D. Juric  
Chair of Governors: Mr. G. Moorhouse

7<sup>th</sup> February 2022

Dear Parent/Carer

## Year 10 - Parent/Carer Evening – 3.40pm – 6.30pm Wednesday 16<sup>th</sup> February 2022

The Year 10 Parent/Carer evening to discuss your child's progress this year has been scheduled and will now take place virtually via Microsoft Teams on the date below for designated teaching groups and option subjects. In order to book appointments with your child's teachers you will need to know the names of their subject teachers and all of this information is available on the MyEd App and on their most recent Year 10 Grade report. Parents/carers will book individual **Five Minute** appointments with their child's subject teachers using the Microsoft Booking App by following the instructions below.

- Find your child's subject teacher names.
- Click on the following links (**you must click on all to find all of your child's teachers**):
- [A - Art, Business Studies, Science, Construction, DT, Drama, Engineering, English, Food](#)
- [B - Languages, Geography, Health and Social Care, History, ICT, Maths](#)
- [C - PE, RE, Science](#)
- Select the correct date from the calendar – **Wednesday 16<sup>th</sup> Feb 2022** – Parents/carers **must choose the correct date** as this is not always the default option.
- Select the name of the member of staff you wish to book an appointment with
- Select a 5 minute appointment slot
- Add your name and email in the "add your details section"
- **Add your child's name**
- Click on "book" and repeat this process for all your child's subject teachers.

## Year 10 Science

One science teacher has been allocated to speak to Parents/Carers about their child's progress in this subject. Your child has been informed which member of staff you should make an appointment with.

I hope that this booking process is relatively straightforward, but if you have any issues, please contact **Mrs Mason**. The Booking App does not allow teachers to be booked twice at one time, so once a time slot is taken parents/carers will have to choose one of the other available slots on that evening. It is extremely important that teachers stick to the allocated time for each appointment so each meeting will finish after five minutes. If parents/carers wish to discuss any concerns in more detail, please contact your child's Head of House.

Yours faithfully

**Mr A McHale**  
Senior Assistant Headteacher

