



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

9th March 2021

Dear Parent/Carer,

Year 9 - Parent/Carer Evenings

The Year 9 Parent/Carer evening to discuss your child's progress this year has been rescheduled and will now take place virtually via Microsoft Teams on the dates below for designated teaching groups. In order to book appointments with your child's teachers you will need to know their teaching group and the names of their subject teachers. This information is available on the MyEd App on their timetable or was included within their most recent Year 9 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.

Please note the link to book appointments will be live from Thursday 11th March 2021. You will not be able to book appointments before this point.

For students in teaching groups – 9S, 9Q, 9K, 9D – Wednesday 24th March, 3.40pm – 6.30pm.

- Find your child's teaching group and subject teacher names.
- Click on the following link:
<https://outlook.office365.com/owa/calendar/StRobertofNewminsterCatholicSchoolandSixthFormCollege@bwcet.com/bookings/>
- Select the correct date from the calendar (Wednesday, 24th March 2021)
- 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"
- Repeat this process for all your child's subject teachers.

For students in teaching groups – 9Y, 9R, 9Z, 9G – Thursday 25th March, 3.40pm – 6.30pm.

- Find your child's teaching group and subject teacher names.
- Click on the following link:
<https://outlook.office365.com/owa/calendar/Year9parentcareveningThur25thMarch@bwcet.com/bookings/>
- Select the correct date from the calendar (Thursday, 25th March 2021)
- 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"
- Repeat this process for all your child's subject teachers.



I hope that this booking process is relatively straightforward but if you have any issues please contact Mrs Mason (option 4). 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. This event has been moved to two nights to allow parent/carers the best chance of accessing as many staff as possible but 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

A handwritten signature in blue ink that reads "A. McHale". The signature is written in a cursive style with a large initial 'A'.

Mr McHale
Senior Assistant Headteacher