



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

17th March 2021

Dear Parent/Carer

Year 10 - Parent/Carer Evenings – 3.40pm – 6.30pm
Tuesday 30th March 2021 and Wednesday 31st March 2021

The Year 10 Parent/Carer evening to discuss your child's progress this year has been rescheduled and will now take place over two evenings virtually via Microsoft Teams on the dates below for designated teaching groups and option subjects. In order to book appointments with your child's teachers on either night you will need to know their teaching group and 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.

Tues 30th March 2021 - 3.40pm - 6.30pm for students in R Block - Maths, English, Science, RE and option subject staff from Geography, Business Studies, Health & Social Care, Engineering, Product Design, Art, Music, Travel and Tourism, Drama and Skills for Living.

- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on both to find all of your child's teachers**):
<https://outlook.office365.com/owa/calendar/Year10ParentCarerEveningTues30thMarch2021@bwcet.com/bookings/>
<https://outlook.office365.com/owa/calendar/Year10Tues30thMarchExtraStaff@bwcet.com/bookings/>
- Select the correct date from the calendar – **Tuesday 30th March 2021** – Parents/carers have to choose the correct date and 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"
- Repeat this process for all your child's subject teachers.

Wednesday 31st March 2021 - 3.40 - 6.30pm – For students in N Block - Maths, English, Science, RE and option subject staff from History, MFL, PE, Food, Computer Science, ICT, and Construction.

- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on both to find all of your child's teachers**):
<https://outlook.office365.com/owa/calendar/Year10ParentCarerEveningWed31stMarch2021@bwcet.com/bookings/>
<https://outlook.office365.com/owa/calendar/Year10Wed31stMarExtraStaff@bwcet.com/bookings/>



- Select the correct date from the calendar – **Wednesday 31st March 2021** – Parents/carers have to choose the correct date and 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”
- Repeat this process for all your child’s subject teachers.

Year 10 Science

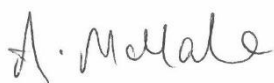
One science teacher has been allocated to speak to Parents/Carers about their child’s progress in this subject. Please use the following list to book an appointment with the member of staff allocated to your child’s class.

Tuesday 30th March 2021 – 10R/Tr - Miss Evans, 10R1 - Mrs Robinson, 10R2 - Mr Jones, 10R3 - Miss Baker

Wednesday 31st March 2021 - 10NJW - Mr Wylam, 10NHM - Mrs Hill, 10N1 - Mrs Roberts, 10N2 - Mrs Horsman and 10N3 is split between Mrs Roberts/Mrs Horsman (pupils will be informed who to book with).

I hope that this booking process is relatively straightforward but if you have any issues please contact **Mrs Mason (option 4 when telephoning school)**. 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



Mr McHale
Senior Assistant Headteacher