



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

23rd June 2021

Dear Parent/Carer

Year 7 - Parent/Carer Evenings – On Teams from 3.40pm – 6.30pm **Tuesday 6th July and Wednesday 7th July**

The Year 7 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 subject teachers you will need to know their teaching group and the names of their subject teachers. All this information is available on the MyEd App on their timetable or on any previous data reports you have received from school for this academic year. Parents/carers will book individual **Five Minute** appointments with their child's subject teachers using the Microsoft Booking App by following the instructions below

Tuesday 6th July 2021 - For students in teaching groups – 7E 7A 7T 7R 7RPE:

- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on both links to find all your child's teachers**):
 - <https://Tues6thJulyParentCarerEvening 7E 7A 7T 7R 7RPE>
 - <https://Extra Teachers 6th July for 7E 7A 7T 7R 7RPE>
- **Select the correct date from the calendar – Tuesday 6th July 2021 – Parents/carers must 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 from the drop-down list on the right-hand side of the page.
- Select a 5-minute appointment slot
- Add your name and email in the "add your details section"
- Add your child's name (This is important and not always obvious from parental email addresses).
- Click on "book"
- Repeat this process for all your child's subject teachers.

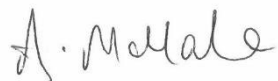


Wednesday 7th July 2021 – For Students in teaching groups -7L 7S 7N 7W 7B 7NPE:

- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on both to find all your child's teachers**):
- <https://Wed7thJulyParentCarerEvening7L 7S 7N 7W 7B 7NPE>
- <https://ExtraTeachersWed7thJuly 7L 7S 7N 7W 7B 7NPE>
- **Select the correct date from the calendar – Wednesday 7th July 2021 – Parents/carers must 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 from the list on the right-hand side of the page
- Select a 5-minute appointment slot
- Add your name and email in the "add your details section"
- Add your child's name (This is important and not always obvious from parental email addresses).
- Click on "book"
- Repeat this process for all your child's subject teachers.

I hope that this booking process is relatively straightforward, it has been for the Year 8, 9 and 10 Parent/Carer evenings, but if you have any issues please contact **Mrs Mason in 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