



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

11 November 2021

Dear Parent/Carer

Year 7 – Tutor Evening – On Teams from 3.45pm – 6.30pm **Thursday 18th November 2021**

The Year 7 Parent/Carer evening with tutors to discuss how your child has settled into St Roberts will take place virtually via Microsoft Teams on the date below. In order to book appointments with your child's tutor, you will need to know their tutor's name. Parents/carers will book individual **5 Minute** appointments using the Microsoft Booking App by following the instructions below:

Thursday 18th November 2021 – Tutor Evening

- Find out your child's tutor group and their tutor's name.
- Click on the following link:
[Year 7 Tutor Evening - 18th November 2021](#)
- **Select the correct date from the calendar – Thursday 18th November 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"

I hope that this booking process is relatively straightforward, but if you have any issues please contact the school and we will try to remedy this. The Booking App does not allow tutors 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 Tutors stick to the allocated time for each appointment so each meeting will finish after 5 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



