



St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear, NE38 8AF
Tel: (0191) 716 1700 Email: school@str.bwcet.com

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

11th March 2022

Dear Parent/Carer

Year 9 - Parent/Carer Evenings – On Teams from 3.40pm – 6.30pm **Wednesday 16th March and Thursday 17th March 2022**

The Year 9 Parent/Carer evening to discuss your child's progress this year will now take place virtually via Microsoft Teams on the dates below. 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

Wednesday 16th March 9Y, 9R, 9Z 9G and 9B from 3:40pm – 6:30pm

- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on all three links to find all your child's teachers**):
- [Wednesday Year 9 Art, Drama, DT, English, Geography, History ICT](#)
- [Wed Maths, Music, Drama, RE, Science, MFL](#)
- [Wednesday 16th PE](#)
- **Select the correct date from the calendar – Wednesday 16th March 2022 – 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.

Thursday 17th March 2022 – 9S, 9Q, 9K, and 9D from 3:40pm – 6:30pm

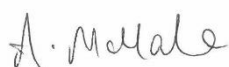
- Find your child's teaching group and subject teacher names.
- Click on the following links (**you must click on both to find all your child's teachers**):
- [Thursday 17th March 2022 - classes Art, Music, DT, English, French, Geography, History, It, Maths, Drama and Music](#)
- [Thursday 17th March 2022 Classes, RE, Science, MFL](#)
- **Select the correct date from the calendar – Thursday 17th March 2022 – 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 A McHale
Senior Assistant Headteacher