



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

25th March 2022

Dear Parent/Carer

Year 7 - Parent/Carer Evenings via Teams

The Year 7 Parent/Carer evening to discuss your child's progress this year will 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 the timetable or it is on their grade report which is being posted tonight. 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 30th March 2022 from 3:40pm – 6:30pm

- Find your child's teaching group **Class codes 7E, 7A, 7T and 7R** and subject teacher names.
- Click on the following links (**you must click on Link A & Link B to find all your child's teachers**):
- [LinkA](#)
- [LinkB](#)
- Select the correct date from the calendar – Wednesday 30th 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 31st March 2022 from 3:40pm – 6:30pm

- Find your child's teaching group **Class codes 7B, 7L, 7S, 7N and 7W** and subject teacher names.
- Click on the following links (**you must click on Link D & Link E to find all your child's teachers**):
- [LinkD](#)
- [LinkE](#)
- Select the correct date from the calendar – Thursday 31st 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, however, if you have any issues please contact **Mrs Mason** in school by calling 0191 7161700 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 cursive script, appearing to read 'A. McHale'.

Mr A McHale
Senior Assistant Headteacher