



St Robert of Newminster Catholic School and Sixth Form College



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Executive Head Teacher: Mr D Juric
Head of School: Mrs J Bowen
Chair of Governors: Mr G Moorhouse

2nd November 2022

Dear Parent/Carer,

Year 13 - Parent/Carer Evening – 3.45pm – 6.30pm
Wednesday 9th November 2022

The Year 13 Parent/Carer evening to discuss your child's progress this year will now take place virtually via Microsoft Teams on the above date. In order to book appointments with your child's teachers you will need to know the names of their subject teachers. Parents/carers will book individual **Five Minute** appointments with their child's subject teachers using the Microsoft Booking App by following the instructions below.

Subject staff from Business, English Language, English Literature, French, Geography, Media Studies, PE/BTEC Sport, Philosophy, Psychology, RE, Spanish.

Book using the following link:-

<https://bit.ly/3U1YdKJ>

Subject staff from Art, Biology, Chemistry, Computer Science, Economics, Engineering, Food, Health & Social Care, IT, Maths, Photography, Physics, Product Design, Music, Textiles.

Book using the following link:-

<https://bit.ly/3WmGVtr>

Subject staff from History, Law, Politics, Sociology.

Book using the following link:-

<https://bit.ly/3UoIDZw>



- Click on the links above for the particular subjects.
- Select the correct date from the calendar – **Wednesday 9th November 2022** – Parents/carers have to choose the correct date as 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.
- 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.

I hope that this booking process is relatively straightforward but if you have any issues please contact **Mrs McAdam** in the Sixth Form office. 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. 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 myself or Miss Salmon, Head of Year 13.

Yours faithfully

Mr Bayne
Head of 6th Form

