



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: Miss A Nichols

16th January 2023

Dear Parent/Carer

Year 11 - Parent/Carer Evenings – 3.40pm – 6.30pm Wednesday 25th January 2023

The Year 11 Parent/Carer evening to discuss your child's progress this year has been scheduled and will now take place virtually via Microsoft Teams on the date below for designated teaching groups and option subjects. In order to book appointments with your child's teachers you will need to know the names of their subject teachers and all of this information is available on the MyEd App and on their most recent Year 11 Grade report. 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 25th January 2023- 3.40pm - 6.30pm for Subjects -

- Find your child's subject teacher names.
- Click on the following links (**you must click on all of them to find all of your child's teachers**):
- [Subject teachers for Art, Business Studies, Construction, Science \(Triple & Combined\), Drama, Design, English and Engineering](#)
- [Subject teachers for Languages, RE, Skills for Life, Food, Geography and History](#)
- [Subject teachers for Health and Social Care, ICT, Maths, Music and PE](#)
- Select the correct date from the calendar – **Wednesday 25th January 2023** – Parents/carers **must 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
- 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.

Year 11 Science

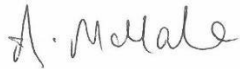
One science teacher has been allocated to speak to Parents/Carers about their child's progress in this subject. Your child has been informed which member of staff you should make an appointment with.



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I hope that this booking process is relatively straightforward but if you have any issues please contact **Mrs Chambers**. 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 your child's Head of House.

Yours faithfully



Mr McHale Senior Assistant Headteacher

