



# St Robert of Newminster Catholic School and Sixth Form College

Biddick Lane, Washington, Tyne & Wear, NE38 8AF  
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**Executive Head Teacher:** Mr D Juric  
**Head of School:** Mrs J Bowen  
**Chair of Governors:** Miss A Nichols

25th January 2023

Dear Parent/Carer,

**Year 9 - Parent/Carer Evenings – 3.45pm – 6.30pm**  
**Thursday 2<sup>nd</sup> February & Thursday 9<sup>th</sup> February 2023**

The Year 9 Parent/Carer evening to discuss your child's progress this year will take place virtually via Microsoft Teams on the date above for designated teaching groups. **This has been split over 2 weeks to avoid disruption due to strike action.** 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 9 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.

**Thursday 2<sup>nd</sup> February 2023: 3.45pm - 6.30pm for (9B, 9G, 9Z, 9R, 9Y) -**

- 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):
- [Thursday: Art, DT, English, Geography, History, ICT, Maths \(d\)](#)
- [Thursday: Music, Performing Arts, Drama, RE, Science, French, PE \(e\)](#)
- Select the correct date from the calendar – **Thursday 2<sup>nd</sup> February 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.

**Thursday 9<sup>th</sup> February 2023: 3.45pm - 6.30pm for (9D, 9K, 9Q, 9S) -**

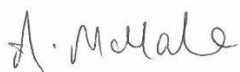
- Find your child's subject teacher names.
- Click on the following links (you must click on all of them to find all of your child's teachers):
- [Thursday: Art, DT, English, Geography, History, ICT, Maths \(a\)](#)
- [Thursday: Music, Performing Arts, Drama, RE, Science, French, PE \(b\)](#)



- Select the correct date from the calendar – **Thursday 9<sup>th</sup> February 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.

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. The event has been moved to two nights to allow parent/carers the best chance of accessing as many staff as possible. 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

