



# 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:** Mrs A Nichols

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16th February 2023

**Year 12 - Parent/Carer Evening – 3.45pm – 6.30pm**  
**Wednesday 1st March 2023**

Dear Parent/Carer,

The Year 12 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 Economics, English Language, English Literature, Geography, Media Studies, PE/BTEC Sport, Psychology, RE, Spanish. Book using the following link:-**

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

**Subject staff from Art, Biology, Chemistry, Computer Science, Drama, Engineering, Food, Health & Social Care, IT, Maths, Photography, Physics, Product Design, Music, Textiles. Book using the following link:-**

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

**Subject staff from History, Law, Politics, Sociology, Business. Book using the following link:-**

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



- Find your child's subject teacher names.
- Click on the links above for the particular subjects.
- Select the correct date from the calendar – **Wednesday 1st March 2023** – Parents/carers have to 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.
- 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 Mrs Sykes, Head of Year 12 or myself.

Yours faithfully

Mr Bayne  
Head of 6<sup>th</sup> Form





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