



St Robert of Newminster Catholic School and Sixth Form College



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Head Teacher: Mr D Juric
Chair of Governors: Miss A Nichols

28th March 2024

Dear Parent/Carer,

Year 7 Parent/Carer Evening – Wednesday 17th April 2024 & Thursday 18th April 2024, 3.45pm – 6.30pm

The Year 7 Parent/Carer evening to discuss your child's progress this year will take place virtually via Microsoft Teams on the dates above for designated teaching groups. 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 Arbor App. 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 17th April 2024: 3.45pm - 6.30pm for (7A, 7E, 7R, 7T) -

- Find your child's subject teacher names.
- Click on the following links (you must click on them both to find all of your child's teachers):
 - [Wednesday: Art, English, Geography, History, ICT, Maths \(a\)](#)
 - [Wednesday: Music, Performing Arts, Drama, DT, RE, Science, Spanish, PE \(b\)](#)
- Select the correct date from the calendar – **Wednesday 17th April 2024** – 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 18th April 2024: 3.45pm - 6.30pm for (7B, 7L, 7N, 7S, 7W) -

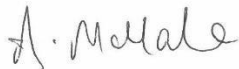
- Find your child's subject teacher names.
- Click on the following links (you must click on them both to find all of your child's teachers):
 - [Thursday: Art, English, Geography, History, ICT, Maths \(c\)](#)
 - [Thursday: Music, Performing Arts, Drama, RE, DT Science, Spanish, PE \(d\)](#)
- Select the correct date from the calendar – **Thursday 18th April 2024** – 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.

Kind Regards,



Mr McHale
Senior Assistant Headteacher

