



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

17 May 2022

Dear Parents and Carers

Year 7 Parents' Evening (online):
Tuesday 7 June 2022, 4:00 - 7:00 p.m. and Wednesday 8 June 2022, 4:00 - 7:00 p.m.

I am writing to inform you of the details for Year 7 Parents' Evenings, which are arranged to enable parents and carers the opportunity to consult with subject teachers. **The meetings will take place via video appointments** on Tuesday 7 June 2022, 4:00 - 7:00 p.m. and Wednesday 8 June 2022, 4:00 - 7:00 p.m.

Appointments can be made from 8.00 a.m. on Tuesday 24 May 2022 and booking will close at 8.00 a.m. on Tuesday 7 June 2022. The school's online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Some staff teach multiple groups and it may not be possible to make an appointment with all subjects.

It is possible to send a message or ask a question to a teacher in advance when you make your appointments and it would be extremely helpful to pass on any specific questions. Appointments will be bookable at 5 minute intervals, with the first 4 minutes 30 seconds as talk time, after which the system will automatically end the meeting, helping teachers keep to the appointment times through the sessions. This is followed by a gap of 30 seconds to allow teaching staff time to make any notes before the start of the next appointment.

Please visit <https://kingedwardvilich.schoolcloud.co.uk/> to book an appointment. For a short guide on how to add an appointment please visit <http://www.keslichfield.org.uk/wp-content/uploads/2015/09/Parents-Guide-for-Booking-Appointments-2021.pdf>. If you need any support with making your appointment please contact Mrs Sam Russell at Main Reception 01543 255714 or at srussell@keslichfield.org.uk who will be happy to add an appointment on your behalf.

We have used the booking system successfully for the last few years and last year moved to using the video appointment facility. Although the system largely works well, please be understanding if you experience any technical difficulties during your appointments. If you prefer to have a voice-only meeting then you can do so using the system. Calls to the system are not recorded, and we do ask that parents and carers do not record calls. Please support us in choosing a quiet space for your appointments to ensure that they run as smoothly as possible. Students may join parents and carers for the meetings if you feel that this would be helpful.

To attend your video appointment meetings please visit <https://kingedwardvilich.schoolcloud.co.uk/> or click the login link from the bottom of the email confirmation you will have received. Please visit <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> for a Parents' Guide - How to attend appointments over video call.

Yours sincerely

Mrs Catharine Forster
Deputy Headteacher