



KING EDWARD VI SCHOOL LICHFIELD

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Headteacher: Ms J Rutherford BA (Hons)

12<sup>th</sup> March 2024

Dear Parents and Carers,

**Year 12 Parents' Evening (online):**

**Tuesday 9<sup>th</sup> April 2024, 4.00 - 7.00 p.m. and**

**Wednesday 10<sup>th</sup> April 2024, 4.00 - 7.00 p.m.**

I am writing to inform you of the details for Year 12 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 9<sup>th</sup> April 2024, 4.00 - 7.00 p.m. and Wednesday 10<sup>th</sup> April, 4.00 - 7.00 p.m.

**Appointments can be made from 8.00 a.m. on Tuesday 19<sup>th</sup> March 2024** and booking will close at 8.00 a.m. on Tuesday 9<sup>th</sup> April 2024. 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.

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 or 10 minute intervals, 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 10 seconds 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 see the [Parents-Guide-for-Booking-Appointments](#). If you need any support with making your appointment please contact Mrs Musson at Main Reception 01543 255714 or at [kmusson@keslichfield.org.uk](mailto:kmusson@keslichfield.org.uk) who will be happy to add an appointment on your behalf.

We have used the booking system successfully for a number of years and a few years ago 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

*C Forster*

Mrs Catharine Forster, Deputy Headteacher