

Our Ref: LHU/DK

18 February 2022

Dear Parent/Carer

6th Form Virtual Consultation Evening – Thursday, 17 March 2022

Data Collection 2 has taken place in school for Years 12 and 13 and is enclosed within this letter along with your child's attendance in preparation for the Consultation Evening. This is a particularly important Consultation Evening in all their subjects as teachers are in a strong position to target areas for success in the summer.

As you will be aware from the key dates we sent out at the start of the year, **Sixth Form Consultation Evening** will take place virtually on **Thursday, 17 March 2022**, between **3.50 pm and 6.20 pm**. This meeting will provide an ideal opportunity for you to discuss data collection results with subject teachers and explore ways to ensure your son/daughter fulfils his/her full potential throughout the remainder of this year.

For parent instructions to join a virtual parents evening, please follow this link:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please visit <https://holyfamily.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is on the reverse of this letter and instructions are available on the school website.

You can login using the following information:

Student's forename Student's surname Date of Birth

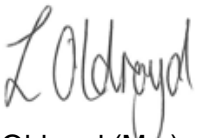
If you do not have access to the internet, please contact the school office.

If parents are unable to attend this meeting, we have asked that students attend alone and discuss their progress with their subject tutors.

Finally, please bear in mind that your son's/daughter's full attendance at school is vital for their ultimate success. There are concerns regarding the poor attendance and punctuality of some students. Students are expected to be in school from 8.40 am with the school day finishing for most students at 2.50 pm. Consequently, we would be grateful if you could ensure your child attends school every day unless he or she is too ill to do so and also ensure that any driving lessons and part time work are outside of the school day. Additionally, I would ask that you avoid taking your son/daughter out of school on holiday during this crucial last key stage of their education.

Our dedicated telephone line to report Sixth Form absences on the morning of each absence, please ring 01535 612888 or email Miss Brown on fbrown@holyfamilyschool.uk before 8.30 am.

Yours sincerely



L Oldroyd (Mrs)
Associate Assistant Headteacher,
Director of Sixth Form



P Riley
Associate Assistant Headteacher,
Director of Sixth Form

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Parents' Guide for Booking Appointments

Browse to <https://holyfamily.parentseveningsystem.co.uk/>

Your Details

Title: Mrs, First Name: Rachel, Surname: Abbot, Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 28 July 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monama	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1))

Ben, Andrew, Ben

16:30, 16:40, 16:50, 17:00

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monama	Andrew	French	L4

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.