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Acting Head of School: Mrs D Ritchie
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www.st-wilfrids.org

Friday 5 February

Dear Parents and Carers

Year 12 Parents' Evening: Tuesday 9 February (2.30pm - 6.00pm)

I would like to formally invite you to attend our "virtual" Year 12 Parents' Evening on Tuesday 9 February from 2:30pm to 6:00pm. Due to the current situation with COVID-19 we are unable to run our traditional Parents' Evening in school. We have been working hard to find a solution which enables you to discuss your child's academic progress with subject teachers.

As a result, we are going to be using an online booking system for your Parents' Evening; this will give you the opportunity to speak with your child's subject teachers about their progress so far this year. These meetings will be held via the Microsoft Teams platform.

Please ask your child for the name of their subject teachers. Many subjects are taught by two teachers – it is not essential to see both teachers for each subject. A small number of teachers are unavailable on Tuesday. If one of your child's teachers is unavailable, there are two options: you could make an appointment with the other teacher for that particular subject who will be able to comment on your child's progress across the whole subject, alternatively you could email admin@st-wilfrids.org to arrange a telephone appointment with the teacher.

How to book an appointment

Click the following link:

<https://outlook.office365.com/owa/calendar/StWilfridsRCCollege1@st-wilfrids.org/bookings/>

1. Follow the link to the booking page.
2. Select the member of staff you would like to make an appointment with.
3. Select the time that you would like to meet.
4. Enter your name, email address and the name of your child.
5. Click to book. You will then receive an email containing the details of your appointment and a link to allow you to join the meeting with the teacher on Parents' Evening.

Appointments will last a maximum of ten minutes to allow teachers to speak to as many parents and carers as possible. Where possible staff will use the camera function, but some appointments may be audio only. Please note that all appointments will be recorded.

If you do not have access to the internet, please contact Mr S Hodder (Y12 Head of Year) and we will arrange alternative provision.

Kind regards

D Ritchie

Mrs Ritchie
Acting Head of School

