

21 June 2021

Dear Parent/Carer

**Year 7 Subject Video Call Parents' Evening – Wednesday 30 June & Thursday 1 July 2021:
Online Appointment Booking**

We would like to invite you and your child to book a video call appointment for our Year 7 Video Call Parents' Evening on **Wednesday 30 June & Thursday 1 July** between 4.30 pm and 7.30 pm. Due to the current circumstances, the Parents' Evening will reflect the most recent guidance and will, therefore, take place via video call appointments. Unfortunately, this means that appointments are more limited than would normally be the case, but we have spread the appointments over two evenings to try and optimise staff availability.

This is an important opportunity to discuss your child's academic progress with their subject teachers. However, it is also important to remember that if you have any concerns regarding your child's academic progress and/or well-being, subject teachers and pastoral staff can be contacted by emailing contact@kingsmead-school.com, at any time.

Appointments can be made from Monday 21 June at 6.00 pm and will close on Tuesday 29 June at 11.00 pm. Appointments will last for 5 minutes with a 2-minute gap between each appointment. This year, we have had to limit the maximum number of appointments to 8 per night. The video call system runs a countdown to let you know when the appointment will be ending and automatically ends that appointment and loads the next one. If there is a time delay between appointments, you will see a countdown to the start of the next appointment. If any further concerns need to be discussed thereafter, then please contact the subject teacher with a follow up email, as outlined above. Please ensure you have discussed with your child which class teachers they are taught by and then check which days these teachers are available on – you will be able to book on both days. Teachers will only be able to be available for one video call, so please ensure you are logged in on a device with appropriate access to a video, microphone and headphones, as outlined in the guidance at the start time of every appointment. As with all our online live provision, please ensure for safeguarding purposes that all appointments take place in a downstairs/living area. No other family members who are not directly involved, i.e. parent or student, should join the live appointment. We would also ask families to be mindful of what is on display in the background and please be aware that staff will be able to end an appointment at any time if they feel this is necessary.

We are still using the online booking system for parents to make telephone appointments. Please visit www.kingsmead-school.com and click on the 'Parents' Evening' booking icon to book your video call appointment (a short guide on how to add and manage appointments is enclosed). Please log in with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

CARE


ASPIRATION

RESPECT

DETERMINATION

Wiveliscombe, Taunton, Somerset, TA4 2NE

 contact@kingsmead-school.com

 01984 623483

www.kingsmead-school.com

When making an appointment, please ensure the key areas you wish to discuss are clearly written in the notes section. If you do not have access to the internet, please contact the school office who will be happy to make a telephone appointment on your behalf. This will be the second time the system has been used in this way, so thank you in advance for your patience with any technical errors if they occur.

We appreciate your patience and understanding during this process.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Beth Newmarch', with a large, stylized flourish at the end.

Miss Beth Newmarch
Assistant Head Teacher: Head of Lower School