



CARLETON HIGH SCHOOL

10 December 2020

Dear Parent / Carer

Year 10 Virtual Parents Evening – Thursday 7 January 2021

As we approach the end of your child's first term in Year 10, I would like to invite you to Year 10 Parents Evening on Thursday 7 January 2021 4:30pm to 7:30pm. Similar to previous parents' evenings there are 5-minute appointments with teaching staff. Due to the current pandemic we are unable to facilitate face to face meetings in person, in school. Appointments will therefore be via video links using a smart phone, laptop or PC, using an online platform.

The system allows you to choose 5-minute appointment slots with teaching staff. You will receive an email confirming your appointment times. I have attached a help sheet to assist you to make bookings and log in for the evening itself. Whilst we have made every effort to test the new system please be patient in the event of any initial technical difficulties.

If you do not have access to the internet, please contact the school office who will be happy to make the appointment on your behalf; you will receive a phone call appointment at your allocated time.

If you do not have access to a device with a camera, the appointment should be made as above or online if you can access the internet; you will receive a phone call appointment at your allocated time.

Appointments can be made from 09.00am on 11 December 2020 and the booking system will close at 09.00am on Wednesday 6 January 2021. Should you wish to make any changes after this time please contact the school office on 01977 781555.

Please visit <https://carletonhigh.parentseveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

- Parent / Carer Name
- Email address
- Student's details

Yours sincerely

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Assistant Headteacher

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