



10 November 2020

Dear Parents and Carers

Re: Year 11 Parents Evening

Despite the lockdown, parents evening for Year 11 will still be taking place as planned on Thursday 26 November. However, this year it will be held remotely via Microsoft Teams with a changed time of 3pm-7pm. I am sure you will appreciate in the current climate that unfortunately we cannot have a high number of additional visitors into school. However, we value the opportunity to discuss your child's progress and encourage all parents and carers to attend the evening online. Information is attached with this letter with further details on how to access and use Microsoft Teams and this will also be explained to students in school. You will be able to book appointments as normal on Insight from Wednesday 18 November at midday.

Staff will send Microsoft Teams meeting invitations to students' school email addresses, prior to the evening, for each booking that you have made on Insight. These invitations will not be made for a specific time but each will be for a meeting between 3pm and 7pm; it will be the responsibility of the students, parents and carers to join each meeting, by clicking the link in their calendar, at the scheduled time. Students and parents will be held in the 'lobby' of each meeting until the member of staff admits you.

Appointments will be available at six-minute intervals on the booking form, however we are limiting the actual appointments to the standard five minutes. This will give us an extra minute to allow parents, carers and staff time to join meetings and navigate the new systems. As would usually be the case at parents evening, if you do not manage to secure an appointment with a member of staff you wish to see, we ask that you contact Miss Hunt by email at jhunt@st-martins.essex.sch.uk who will arrange for those staff to contact you within one week of the parents evening.

As you can imagine, hosting parents evening remotely is as new to us as it will be for you. Whilst we hope the evening will run as smoothly as any normal parents evening, your understanding and patience of any minor teething problems is appreciated. If you do not have access to a computer, iPad, smart phone or device which can host Teams please let Miss Hunt know by Monday 23 November so that we can look at alternative arrangements to ensure your bookings can be fulfilled.

Yours sincerely

Mr S Smith
Director of Key Stage 4

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