

St Joseph's Catholic Academy

A Leading Edge Technology & Applied Learning College
Mill Lane, Hebburn, Tyne and Wear, NE31 2ET
Telephone: 0191 428 2700



Email: Office@stjosephs.uk.net
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Fax: 0191 428 4053

Headteacher: Mr P Mitchell
Chair of Governors: Mrs G Kilgour

4th December 2020

Year 11 Parents' Evening 10th December 2020

I would like to formally invite you to attend our "virtual" year 11 parents evening on Thursday 10th December from 3:00pm 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 provides you with the opportunity to discuss your child's academic progress with subject teachers.

As a result, this year the school is going to be using an online system for parents' evenings; this allows you to book appointments to speak with your child's subject teachers about their progress in year 11 and discuss any relevant interventions and support. These meetings will be held via the Microsoft Teams platform.

Each appointment will be allocated 5 minutes to allow teachers to speak to as many parents/ carers as possible. It is important that we maintain the timings in order to enable the timetable for the evening to progress without delays. The subject teacher will invite you into the Teams meeting when they are ready for you. Please be ready for your invite at your pre-booked time. If you still have any questions after your appointment has come to an end then please email the school office at office@stjosephs.uk.net with your question marked for the attention of the teacher concerned.

How to book an appointment

Click the following link (via laptop/PC/Phone):

<https://outlook.office365.com/owa/calendar/StJosephsCatholicAcademy@stjosephs.uk.net/bookings/>

1. Follow the link to the booking page.
2. Select the member of staff you wish to make an appointment with.
3. Select an available time slot for a 5 min virtual meeting.
4. Enter your details onto the booking form and **enter your child's name** in the booking at the bottom.
5. Click book. Repeat the process for each teacher that you would like to meet with.

Please note all appointments will be voice only and will be recorded.

Parents/Carers: Stay Alert. Keep your child at home if they have Covid-19 symptoms. Stay Safe.

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This will be the first time that we have operated a virtual event of this kind and we are hopeful that it will operate smoothly as planned.

If you do not have access to the internet or are unable to attend the parents' evening, please contact your child's Head of House to arrange feedback from their teachers.

Yours sincerely

Mr P Mitchell
Headteacher

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