**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 **Headteacher: Mr P Mitchell**

Web: www.stjosephs.uk.net Chair of Governors: Mrs G Kilgour

Fax: 0191 428 4053

# Year 12 Parents’ Evening 3rd March 2022

I would like to formally invite you to attend our virtual year 12 parents evening on Thursday 3rd March from 4:00 pm to 6:00pm.

The school is 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 12 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 with to make an appointment with.
3. Select an available time slot for a 5 minute 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.



**Parents/Carers: Stay Alert.**

**Keep your child at home if they have Covid-19 symptoms**



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

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We are hopeful that the evening 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 Year to arrange feedback from their teachers.

Yours sincerely



Mr P Mitchell

Headteacher



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**19 symptoms**



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