



27th January 2021

Dear Parent/Carer,

YEAR 11 SUBJECT PARENTS' EVENING:

Wednesday 3rd February 4.00 – 7.00 pm.

I would like to extend a warm invitation to you to attend the Year 11 Subject Parents' Evening, at which you will have an opportunity to discuss your child's progress with subject teachers. Please note that due to current government restrictions, **all appointments will be held remotely via Microsoft Teams. Appointments will continue to be made via Parents Evening System.**

Booking appointments

We use an online appointment system to make the booking process easy and convenient for you; you choose which teachers to meet and your preferred appointment times and details of confirmed appointments will then be emailed to you.

Please click on the link on the Hele's School website (under the 'Parents' tab) or alternatively visit <https://heles.parenteveningsystem.co.uk> to book your appointments. If you do not have access to the Internet, please contact the School Reception and staff will be happy to add appointments on your behalf.

Staff will do their best to adhere to the appointment times allocated, but it would help the smooth running of the evening if you could bear in mind the following points:

- We allocate five minutes per appointment. If your discussion is likely to overrun significantly, please arrange another time to continue your talk with the teacher.
- Pastoral Leaders and Form Tutors are also Subject Teachers. This evening is designed to consider students' progress in their academic lessons. If you wish to discuss a problem or situation that is not directly related to your son/daughter's work, we would prefer you to make an appointment with a member of the Year 11 Pastoral Team or Form Tutor to meet at another time.

Attending Your Virtual Appointments

As with all Subject Parents' evenings, student attendance is strongly encouraged.

- Your son/daughter will shortly receive **MS Teams meeting invitations** from their Subject Teachers.
- Once accepted, these meetings will appear next to each other on their Teams and Outlook calendars.
- On the evening, you will be able to join the meetings in the same way as students join their online lessons.
- When joining each meeting, you will be admitted to a virtual lobby.
- Subject Teachers will then admit you to the meeting.
- At the end of the meeting, select 'leave'. This will return you to the calendar to access your next meeting.

Science Appointments

Most students studying GCSE Science are taught by three different teachers. In order to ensure that as many parents as possible have access to a Science appointment we must limit the number of appointments that parents can book. Therefore, the booking system will only allow you to book an appointment with one of your child's Science teachers. During the appointment, the member of staff will be able to give feedback on **all** aspects of the Science course. However, if you require any additional feedback from a specific aspect of Science, please let us know during your appointment and the appropriate member of staff will be more than happy to meet with you/call you at an alternative time.

I hope that you will be able to attend the Parents' Evening, and teaching staff look forward to meeting you on the 3rd February.

Yours faithfully,

Mr K Fonseca
Assistant Principal

Principal: Justine Mason

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