

25 October 2021

Dear Parent / Carer

YEAR 9 PARENTS' EVENING – TUESDAY 2 NOVEMBER 2021 – 3.10-6.10PM

I am writing to invite you to our virtual Year 9 Parents' Evening on Tuesday 2 November 2021. The purpose of the evening is for you to meet your child's form tutor, discuss his / her progress and share with us any concerns that you may have. We believe it is important that you speak to your child's form tutor early in Year 9 so that any issues can be dealt with as students begin their Key Stage Four courses and so that the tutor can pass to you information that you can share with your child, particularly anything of a positive nature and targets to work towards as your child begins his / her GCSEs.

In line with many other schools and to promote a safe environment, for the foreseeable future, all Parents' Evenings will be delivered virtually using the Google Meet platform. Your child's tutor will invite him / her to make a ten minute appointment to discuss the year ahead at a mutually convenient time. **Please tell your child what times you are available so that an appointment can be scheduled.** Additionally, if you would like to make an appointment to speak to the Head of Year or SENDCo, you can do this by emailing them in advance (Head of Year Mr Thompson n.thompson@gps.hlt.academy; SENDCo Ms Tunnard a.tunnard@gps.hlt.academy) and asking them to schedule an appointment for you.

The instructions attached explain how the parents' evening will run. If you do not have a suitable device at home, please email news@gps.hlt.academy as we have a number of devices which can be loaned to families to help with the parents' evening but also to help your child complete homework and revision using SAM Learning and Google Classroom.

By meeting together in this way we will be emphasising that the best chance your son / daughter has of achieving his / her potential is by all of us working together. This will become increasingly important during the next three years at GPS when we will be working extremely hard to ensure that your child has the best possible chance of success.

If you have any questions about any of your child's individual subjects please direct these to your child's tutor in the first instance – and we will feedback with any specific information.

We look forward to speaking to you on Tuesday 2 November.

Yours sincerely



Lesley Welsh
Principal | George Pindar School

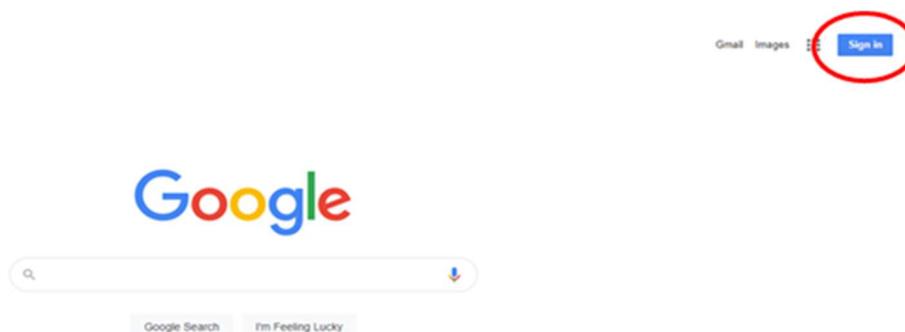
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VIRTUAL PARENTS' EVENING

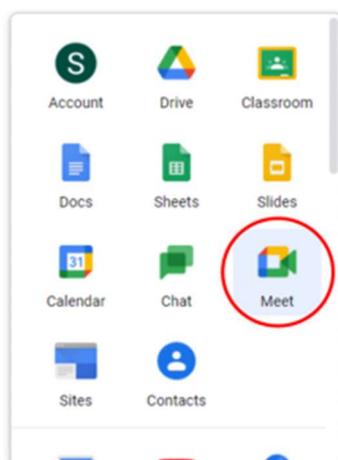
For the foreseeable future, all parents' evenings will be delivered virtually using the Google Meet platform. For the form tutor parents' evening, your child will be given one appointment time.

On the evening you will need to log into your child's school google account by going to www.google.co.uk and pressing the sign in button in the top right hand corner:

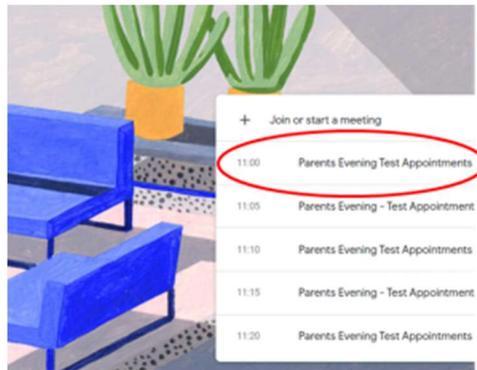


There are two ways to access the meetings from your child's account

1. **Google Meet** - Click on the 9 dots and select the google meet option

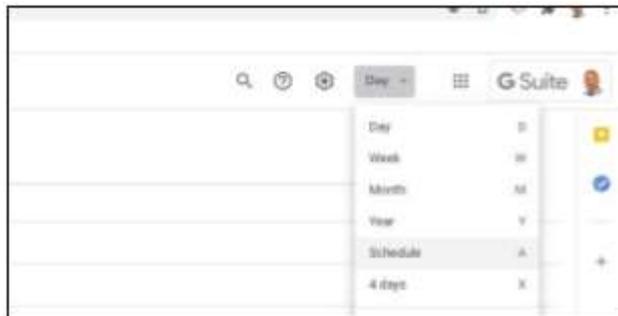


With Google Meet open you will see all your child's booked appointment listed. You will need to start the appointment by clicking on the slot at the correct time.

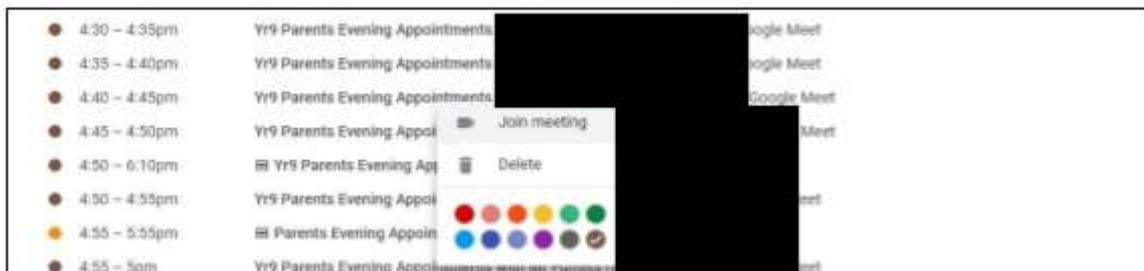


OR 2. Google Calendar – Click on the 9 dots and select the Google Calendar icon

- a. Your child's calendar should be on the day of the parents evening (if not then move to the date of the parents evening).
- b. Make sure that your calendar is in **Schedule View**

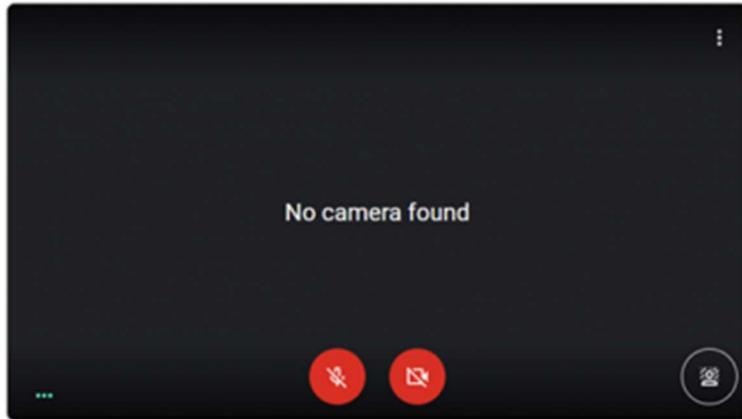


- c. Right click on the appointment you want to start

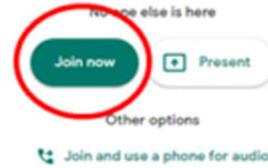


- d. Click Join Meeting
- e. You should be taken to the video window

When the appointment has been opened you then need to press the join now button:



Parents Evening Test Appoint...



You can access Google Meet using any device that has a camera – this could be a mobile phone, tablet or laptop. Whichever device you use, please ensure you have logged into your child’s Google account and not a personal account.

Your appointment slot for the Form Tutor Parents’ Evening is 5 minutes long. The form tutor will have other appointments so will need to stick to this timeslot; however should you require a follow-up phone call at a later date, this can be arranged.