

# BEAMINSTER SCHOOL

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September 2023

Dear Year 7 Parents and Carers

## Year 7 Online Parent Contact Evening with Tutors, Head of Year and SENCo

As part of our ongoing support, we have set aside time on **Wednesday 27th September** for parents and carers to have some early Year 7 contact with your child's Tutor, the Head of Year (Mrs Stone) and/or our SENCo (Mrs Dinsmore), via our online video call system.

These meetings are specifically intended for any parents/carers who may wish to discuss a particular issue, academic, pastoral or SEN. When booking, please leave a short note on the system briefly outlining what you would like to discuss to ensure that these meetings can be as focused and productive as possible. If you have already been in contact with your child's Tutor about an issue there is no need to book a further appointment.

No special equipment is required, there is nothing to download or install, you simply login to the system prior to the start of your first booked appointment using a smartphone or computer with microphone and speaker. It is recommended that any Apple devices are running the latest release.

Appointments are available between 5-6pm, and are all online only.

The booking system will be open from 6pm on Friday 22<sup>nd</sup> September until 1pm on Wednesday 27<sup>th</sup> September.

All appointments are 9 minutes long and have fixed start and end times so cannot overrun; they will cut off at the end of the appointment slot (a countdown timer will be displayed).

To book your appointments simply go to: <https://beaminsterschool.parentseveningsystem.co.uk/>

and follow the simple online instructions to log in (the link is also on the **Useful Links** page of the school website). **Selecting the "Manual" booking option allows you to select only the staff you wish to see at the times that are most convenient for you.**

Once booked, a copy of your appointment(s) is automatically emailed to you. You can log back in to the system at any time prior to the closing date to make any changes should you need to.

Help and information, including some short videos about video appointments, can be found on the link below:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please note that this event is for **Tutors, the Head of Year and SENCo** only, no subject staff will be available, but please be aware that all parents/carers and students will be invited in to school for a face-to-face meeting with their child's Tutor on **Academic Monitoring Day, Thursday 16<sup>th</sup> November**.

Should you be unable to speak to a particular member of staff, or wish to speak with anyone further, you can always arrange an appointment at another time.

As always, we are keen to hear your views so please do leave us some feedback about how you found this event.

Yours sincerely

A handwritten signature in black ink, appearing to be 'K Hales'.

Mr K Hales  
Headteacher