



October 2022

Progress Review Day Tuesday 11th October 2022

Dear Parents/Carers

We are excited to announce that bookings are now open for the Year 7 Progress Review Day which will take place virtually on **Tuesday 11th October 2022** from 8.00am until 8.00pm. The school will be closed to all students on this day. Form tutors are looking forward to meeting you to discuss how well your child has settled in this term. If you would like to speak to the Head of Year Mrs. Maddox, please contact her via her email address amaddox@wixamsacademy.co.uk.

We anticipate most meetings will be on site in school but we are asking you to book an online slot to give all parents the option of using this facility. Unfortunately our system does not allow a flexible booking approach. Please make it clear when making your appointment whether you will be attending in person by using the notes facility. You will be able to choose your own appointment time with your child's tutor and will receive emails confirming your appointment.

The booking link can be accessed via the school website: This link is located in the 'Parent Tab' in the parents evening file.

<https://www.wixamsacademy.co.uk/parent-information/parents-evening/>

Both on site and virtual appointments will last a maximum of 10 minutes. Please be aware that the virtual platform ends the meeting automatically. You will see a timed bar at the top of the meeting and the teacher will warn you that the meeting is about to end. To maximise the time you may wish to email longer questions to your child's teacher prior to the meeting. After the meeting, if you wish a further discussion please email the tutor and they will get back to you as soon as possible. If you are on site please be patient as we are managing both systems and may not be able to see you outside your allotted time.

Detailed instructions on how to use this system are given on the reverse of this letter, in the parent guide. We would like to bring to your attention that you will

need to use a compatible web browser such as Chrome or Safari to access the virtual meeting. In the past we have had some issues with Android phones, where parents have been required to download the Chrome App. More information can be found in the link below:

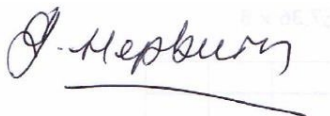
<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

If you do not wish to share a video call, you have the option to turn the camera off and have an audio call. Please leave a contact number for the day when booking the appointment (see 5b) in the event that the system fails. In this case the tutor will contact you as soon as possible.

On Tuesday, 11th October, students are to remain at home unless joining you for the on-site meeting or alternatively should join the virtual appointment with you. Students will be set work via Edulink for each of the lessons scheduled on that day. We therefore expect students to complete a day's work at home.

We look forward to seeing you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Hepburn', with a horizontal line underneath it.

Mrs Jacqueline Hepburn

Assistant Principal-Assessment