



June 2023

Year 7 Subject Meetings Thursday 29th June 2023

Dear Parents/Carers

We are excited to announce that the Year 7 Subject Meetings will take place on **Thursday 29th June** from 2.30pm until 7.30pm. As in previous years, school will close at 2:00pm and buses will collect students at this time. No lessons will be missed as we will condense the school day with a reduced tutor time, break and 50 minute lessons. Subject teachers are looking forward to discussing the progress students have made. If you wish to discuss pastoral issues and would like to speak to the Head of Year, Mrs A 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 completing the questionnaire on**

<https://forms.gle/2a8Y9Hyyy6RmkwTh6>

it is essential that teachers know how you are attending in order for the evening to run smoothly.

The appointment portal will be available for bookings from Tuesday 13th June and will close on Wednesday 28th June.

This is a trial for this parents evening and there may be timing issues for appointments onsite. Please be assured that if there are any complications, then the teacher will contact you at a later date.

You will be able to choose your own appointment times with your child's teachers and will receive emails confirming your appointments. There will only be one appointment for each teacher, so if your child is taught more than one subject by a teacher all discussions will take place in this slot.

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 6 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. In person meetings may similarly need to be ended promptly. 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 subject teacher 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 the booking 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. 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 teacher will contact you as soon as possible.

On Thursday 29th June school will finish at 2.00pm. Students will have completed all lessons by this time.

We look forward to seeing you.

Yours faithfully

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

Mrs Jacqueline Hepburn

Assistant Principal-Assessment