

October 2023

**Year 7 Tutor Progress Review Day - Tuesday 10th October 2023**

Dear Parents/Carers

We are excited to announce that bookings are now open for the Year 7 Progress Review Day that will take place on **Tuesday 10th October 2023** from 8.30am until 7.30pm. The school will be closed to all students on this day. As in previous years, 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. Please be informed that SENDCo refers to Mrs. Bonforte who is the Special Needs Co-ordinator. If you would like to speak to the Head of Year Miss Goodwin, please contact her via her email address kgoodwin@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 or virtually by completing the questionnaire by clicking on the link below or using the QR code:

<https://forms.office.com/e/qs9zNWvrJL>

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Once you have done this, you can find how to book appointments and a guide to virtual meetings here:

<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.

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.

Please be aware 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 Tuesday, 10th 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

Mr Andy O’Rourke

Assistant Principal