

14<sup>th</sup> February 2025

Ref: RHW/raf/Year 13 Virtual Parents' Evening March 25

Dear Year 13 Parents and Carers

## YEAR 13 VIRTUAL PARENTS' EVENING – WEDNESDAY 5<sup>th</sup> MARCH 2025

We would like to invite you and your child to attend a virtual Parents' Evening on **Wednesday, 5<sup>th</sup> March 2025** between **16:00** and **19:00**. The evening will take the format of timed video appointments. The booking system for appointments can be accessed via the following link: <https://stjohnsmarlborough.parenteveningsystem.co.uk/>.

The system will open for appointment bookings at 18:00 today, Friday 14<sup>th</sup> February 2025.

Simple 'step by step' set up instructions and a helpful video about booking appointments can be accessed via the following link: <https://bit.ly/3obUsm5>.

Please note the following information and that to make video calls you require as a minimum:

- a device with a microphone and speaker/headphones
- a compatible up-to-date web browser:
  - **iPhone/iPad:** Safari Note: there is a known issue joining video calls using iOS 14.2. Please upgrade any iOS 14.2 devices to iOS 14.3, or use an alternative device
  - **Android:** Chrome or Firefox - please note that Samsung phones often default to using the Samsung Browser, this is not supported
  - **Windows:** Chrome, Firefox or Microsoft Edge (Chromium)
  - **Mac:** Safari, Chrome or Firefox
  - **Linux:** Chrome or Firefox
- **The software will not work with Internet Explorer.**

We also recommend:

- Using your smartphone for video appointments. If you do not have a smartphone with a front-facing camera, use a laptop or computer with a webcam.
- Using a headset (or earphones with a microphone) to reduce echo.

Each video appointment will last **6 minutes**. During your appointments, a countdown timer will be shown in a blue bar at the top of your screen. When the countdown stops, the call will automatically end, and the appointment is over. For further details please see the attached instructions.

Should you have any problems with system access or queries, please contact Mrs K Mathieson via email at [kmathieson@stjohns.excalibur.org.uk](mailto:kmathieson@stjohns.excalibur.org.uk).

Yours faithfully



**Mrs R Haig-Williams**  
**Director of Sixth Form & Assistant Vice Principal**