



21st September 2021
NAH/pb/meetthetutorevening28920

Dear Year 7 Parents and Carers

MEET THE TUTOR EVENING – WEDNESDAY 13TH OCTOBER 2021

We would like to invite you and your child to attend a virtual Meet the Tutor Evening on Wednesday 13th October between **15.45** and **18:30**.

We are using a video appointment system for these meetings, which will enable us to continue face to face contact with parents. The booking system can be accessed via the following link
<https://stjohnsmarlborough.parentseveningsystem.co.uk/>

Simple 'step by step' set up instructions are attached to this email together with a 'how to attend' document. Please note that the student's first name is their 'preferred name'; for example, Alfie instead of Alfred. The system will open for appointment bookings at 18:00 on Monday 4th October.

The video appointment will last **no longer than 5 minutes**. A countdown timer can be seen in the blue bar at the top of your screen. When the countdown stops the appointment time is over and the call will automatically end. For further details please see the attached instructions.

The purpose of the evening is to provide an opportunity for you to meet and touch base with your child's tutor. Due to time constraints, concerns should be addressed via email. Please note that the tutors will not have information about your child's specific academic progress or class sets; this will be covered in the Year 7 Parents' Evening later in the year.

The students have recently been given slips with student and parental login details for Satchel One (the homework App) and Classcharts (our rewards and sanctions App). Please check their bags and let the tutors know if you have not received these, or if you are having difficulties logging in.

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

We look forward to seeing you on Wednesday 13th October.

Yours faithfully

Mrs N Hawkins
Head of Year 7

