

18<sup>th</sup> January 2024  
DE/LA/year8parentsevening/01.02.24

Dear Year 8 Parents and Carers

## YEAR 8 VIRTUAL PARENTS' EVENING – THURSDAY 1<sup>st</sup> February

We would like to invite you and your child to attend a virtual Parents' Evening on Thursday 1<sup>st</sup> February 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.parentseveningsystem.co.uk/>

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>. The system will open for appointment bookings at 18:00 today, Thursday 18<sup>th</sup> January.

Please note the following information and note that in order to make video calls you need to have 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 alternate 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 - download here)
  - **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 don't 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.

You will be able to book a maximum of 10 appointments. Each 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 is over, and the call will automatically end.

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



**Mr D Evans**  
Head of Year 8