



18th November 2020

SEP/ew/year8parentseveningDecember/18112020

Dear Year 8 Parents and Carers

YEAR 8 VIRTUAL PARENTS' EVENING – THURSDAY 10TH DECEMBER

We would like to invite you and your child to attend a virtual Parents' evening on Thursday 10th December between **16:00** and **19:00**. The evening will take the format of timed video appointments.

We are trialling a new video appointment system. This will enable us to continue face to face contact with parents during the current COVID restrictions. The booking system for appointments can be accessed via the following link <https://stjohnsmarlborough.parenteveningsystem.co.uk/>

Simple 'step by step' set up instructions are attached to this email together with a 'video appointments - how to attend' document. The system will open for appointment bookings at 18:00 today, Wednesday 18th November.

Do read the attached instructions carefully. Please note the following information and that the software will not work with Internet Explorer:-

In order to make video calls you need to have as a minimum:

- a device with a microphone and speaker
- a compatible web browser:
iPhone/iPad: Safari
Android: Chrome or Firefox
Windows: Chrome, Firefox or Microsoft Edge (Chromium - download here (<https://www.microsoft.com/en-us/edge>))
Mac: Safari, Chrome or Firefox
Linux: Chrome or Firefox

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.

Cont/2

Cont....



You will be able to book a maximum of 9 appointments. Each video appointment will last **5 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

We look forward to seeing you on Thursday 10th December.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Parry', with a large, sweeping flourish underneath.

Mrs S Parry
Head of Year 8