6th October 2026
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Dear Year 11 Parents and Carers

YEAR 11 VIRTUAL PARENTS' EVENING – TUESDAY 20TH OCTOBER 2026

We would like to invite you and your child to attend a virtual Parents' evening on **Tuesday 20th October** 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. Do take the time to read the instructions carefully. The system will open for appointment bookings at 18:00 today, Tuesday 6th October.

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 7 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

Yours faithfully

S Ottaway

Mr S Ottaway
Head of Year 11