



HEADTEACHER:

Ms K. Littledyke | BA (Hons), MA, NPQH

7 October 2020

Dear Parent/Carer

Year 7 Pastoral Parents' Surgery – Wednesday 21 October 2020, 3.30 pm – 6.30 pm

The Year 7 Pastoral Parents' Surgery is led by your child's tutor and provides an excellent opportunity to discuss how your child has settled in to life at Secondary School. Your child's tutor will have general feedback from your child's teachers, so they are fully informed about how well they've settled into their learning across their full range of subjects. The evening is different to an academic Parents' Surgery in that the appointment is purely to discuss any pastoral concerns or ask any questions you may have. You will have a further opportunity later in the year to meet your child's individual teachers to discuss their learning and progress.

Due to Covid-19 restrictions, we are unable to hold meetings on site. Therefore, meetings will be virtual through an online platform called 'Parents Booking'.

Making appointments: Go to: <http://www.parents-booking.co.uk/saltash>

You will need: Your child's first name, surname and their date of birth

Troubleshooting Tips – Please read before Booking

- Only parents/carers who we have recorded as having parental responsibility can gain access and it is essential that your name title is as we have recorded in the school's database. In most cases of failed access, it is usually one of these two issues.
- The email address you enter is only to receive confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem as the system does not hold your email address.

Logging in – on the day of your appointment

Please read the attached guidance of how you log in on the day to access your virtual meeting. Timings are precise and the system will show you how long you have left for the appointment, before automatically logging you out. This will ensure everyone gets the same amount of time and the tutor will stay on schedule. If you require more time, or you need to meet with the Head of Year, please get in contact with the school.

If you encounter a problem booking, please email parentsurgery@saltash.net or call the school and a member of staff will help you.

Yours faithfully



Mr M Oakes
Assistant Headteacher

