



**HEADTEACHER:**

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

26<sup>th</sup> April 2021

Dear Parent/Carer

**Year 7 Parents' Surgery: Wednesday 5<sup>th</sup> May 2021 3:30 pm to 6.30 pm**

You are warmly invited to join us to discuss your child's progress during our virtual Year 7 Parents' Surgeries on Wednesday 5<sup>th</sup> May 2021.

Bookings will open on Tuesday 27<sup>th</sup> April 2021 at 6pm.

This is an important time in the academic life of your child and the evenings provide the perfect opportunity for you to find out exactly what needs to be done as you and the school work together to enable your child to maximise their potential.

If you find that you are unable to book an appointment please remember you can email your child's teacher direct.

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](mailto:parentsurgery@saltash.net) or call the school and a member of staff will help you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M Oakes', with a long horizontal flourish extending to the right.

Mr M Oakes  
Assistant Headteacher

[moakes@saltashcloud.net](mailto:moakes@saltashcloud.net)