

11 January 2021

Dear Parent/Guardian,

As you will be aware, we have scheduled Year 11 Parents Evening for **19 January, 1600-1830**. In the current situation, we are unable to have teachers and parents meeting across a table. We have invested in a new system, which allows us to meet face to face via a device. This means you will still have an opportunity to have a conversation with your child's teacher whilst being able to see them at the same time. You are invited to make appointments for the Parent Evening following the instructions below. These meetings will be booked online, and then held by video meeting rather than in-person at the school. In this important year, it will be an opportunity to hear how your child is making progress and discuss actions that are required to enable your child to achieve the best possible outcome. I encourage everyone to sign up and avail of this opportunity.

To make your appointments please login at: [www.parents-booking.co.uk/saintbenedict](http://www.parents-booking.co.uk/saintbenedict). To login you will need to enter: Your first name and surname. Your child's first name, surname and date of birth. The following weblink has further instructions and support videos should you need them: <https://knowledge.parents-booking.com/support/instructions-for-parents/>

The login details you enter must match those we have on record for you. Appointments will be available to book from **0700 on Wednesday 12 January until 1500 on Wednesday 19 January**. After you have made your appointments, you can choose to print or e-mail a confirmation. On the day of your appointments, you need to re-login at the website address above 10mins before your appointments are due to begin you will be able to join the video meeting room, where you can wait for your appointment(s).

#### Internet Browser Compatibility:

You must use one of the below device and internet browser combinations for the video meeting technology to work:

- Apple iPhone/iPad (iOS 11+): Safari
- Android phone/tablet: Chrome or Firefox
- Linux computer: Chrome or Firefox
- Microsoft Surface: Chrome or Firefox
- Mac computer: Safari, Chrome or Firefox
- Windows computer: Chrome, Firefox or Edge (Chromium) [Page 1 of 2 Troubleshooting Tips](#)

If you cannot log in please contact Mrs Hill on Ext 379. The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered. If you are unable to book at home, please contact Mrs Hill for help.

Kind regards

Mrs Kayleigh Best

Head of Year 11