

31st January 2022

Dear Parents

Re: Year 10 Parents' Evening - Thursday 10th February 2022 from 4.00-8.00pm

I am writing to inform you that the Year 10 Parents Evening will take place on Thursday 10th February 2022 between 4.00 – 8.00pm but will be virtual instead of the planned face-to-face event. While I appreciate there is a huge benefit of meeting your son/daughter's teachers, but with national and local cases high again, I feel it could be detrimental if the face-to-face event saw a spike in student or staff absence. Instead, you will still meet your child's teachers, but this will be virtually, as described below, and each appointment will be 6 minutes long. If you are unable to book an appointment with your son/daughter's teachers - sometimes staff teach more than one group - or the length of the appointment is not sufficient, telephone calls may be made after this event. This is an important evening for us all and I do hope that you will be able to attend in order to discuss the progress of your child.

Please see below for instructions for how you can register, book appointments and conduct the conversation through the instructions below.

To book your 6 minute appointments please go to <https://thestanwayschool.parentseveningsystem.co.uk> or follow the link from the Stanway School website and follow a few simple steps to log in and start booking your appointments. Guidance on how to do this is attached with this letter.

To log in you will need to enter your child's details in exactly the following format that his/her details are recorded on our database. Please follow example below:

Surname: Bloggs

Forename: Joseph

You will also be asked to enter your child's date of birth. Please use the format as set out in this example: 01/01/2020

Once you have logged in, you will then be able to choose the appointment times with the teachers in the time slot that you have selected. Due to high demands on appointments, I would be grateful if you could prioritise the subject teachers and if you have one member of staff teaching your child more than one subject, please only book one appointment with the teacher.

Headteacher: Mr Jonathan Bland BSc (Hons)

01206 575488

admin@stanway.school

www.stanway.essex.sch.uk

Winstree Road, Stanway, Colchester, Essex, CO3 0QA



If you have any queries about using our online booking system or if you do not have access to a device to make appointments in this way, please contact Mrs Hall at the school
claire.hall@stanway.school

Once you have booked your appointments online, you will need to print out the appointments and have it with you on the evening and you will need to log in at home at the right time to the above system for the live remote conversations to begin. You do not need to have your device's camera on, but you will need to make sure you have a working microphone in your device and speakers to hear the teachers' comments. Please keep in mind to limit background noise to enable conversations to flow more effectively, and also to consider any images seen through your camera whilst the teacher conversations take place.

Each appointment is 6 minutes long only and cannot be extended as this will affect the teacher's next appointment. At the end of the 6 minute appointment, the video conversation automatically stops to enable the teacher to begin the next conversation. This is part of the software, not the teacher being impolite. There is a coloured marker that signals when the 6 minutes is nearing the end of the appointment.

The teachers will not be recording the conversations with you and we ask, for GDPR reasons, that you do not record the meetings either. We would recommend that you take notes of each conversation so that you can have a discussion with your child and an absent parent if necessary.

Please follow the link below for more guidance on how to get ready for the evening of remote conversations

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jonathan Bland', with a stylized flourish at the end.

Jonathan Bland
Headteacher