

Dear Parent/Carer

Year 10 Academic Review Days
Wednesday 24 June – Friday 3 July 2020

We would like to invite your child to attend our online Academic Review Days. Appointments are available to book with your child's teachers between Wednesday 24 June and Friday 3 July between 9.00am and 5.00pm.

The meetings will be conducted through our secure Microsoft School Teams application and will only require students to access a mobile phone, tablet, laptop or PC. No specific equipment will be required. If your child does not have access to a device, please let the school know on communication@barnwell.herts.sch.uk and we will arrange for an alternate way to provide academic feedback and support.

Appointments will be emailed directly to students who will need to click on the link at the appropriate times.

The reason we will be using Microsoft Teams is that in the same way as we are conducting Year 12 live tutorials, we are able to record the meetings for safeguarding purposes. All recordings will be deleted at the end of term.

The meetings will be held over an 8 working day period and the meetings will be able to be booked between 9am and 5pm, depending on teacher and student availability.

Obviously it would be ideal if parents are available to be involved in the meetings but given the current situation and the need for flexibility in terms of staff availability, it was felt the all-day approach would allow more meetings to take place.

Protocols for conducting the meetings will be sent to parents and students prior to the Academic Review Days.

This is a new system and we would appreciate it if parents and students could bear with us as we launch it for the very first time.

The online booking system opens on Wednesday, 17 June at 5.00pm and closes on Monday, 22 June at 7.00pm. Please book your appointments early to avoid disappointment.

Please visit <https://barnwell.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to add appointments has been attached with this email.

To access the online booking system, you must login using the same information that we have on our school system, i.e. the same email address that was given to the school at the time of your child's admission.

If you experience any problems accessing the online booking system, please contact Mrs Lee via c.lee@barnwell.herts.sch.uk who will be happy to help you.

Yours faithfully

Miss M Townsend
Deputy Headteacher