



October 2020

Dear Parent/Carer

**Year 11 Virtual Parents' Evening via video conferencing
Wednesday 11 and Monday 16 November 2020**

I would like to invite you to attend our Year 11 Parents' Evening on Wednesday 11 November from 4.00pm to 7.00pm and Monday 16 November from 3:15pm until 4:15pm. This is an important evening and provides you with an opportunity to participate in a video conferencing call to discuss your child's progress.

Due to current restrictions and social distancing measures Parents' Evening will be held online via the Parents' Evening booking system.

In order to make video calls you will need to have (as minimum):

- A device with a microphone and speaker and a compatible web browser

We recommend:

- Using a laptop or computer with a webcam or your smartphone with a front facing camera
- Compatible web browsers are:
 - iPhone/iPad: Safari
 - Android: Chrome or Firefox
 - Windows: chrome, Firefox or Edge (latest version)
 - Mac: Safari, Chrome or Firefox

If you are unable to make video calls, please email Mrs Collier at k.collier@barnwell.herts.sch.uk to request a telephone call with your child's teachers.

Each appointment is booked in 5 minute slots, with the video call automatically timing out at the end of the allotted time. The time left for each appointment will display as a countdown on your screen.

There is a very useful, short guide for parents explaining how to attend appointments over video call here for your information: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call> - a copy is also attached to this email for reference.

The online booking system opens on Friday 30 October at 7.00am and closes on Friday 6 November at 10.00pm. Please book your appointments early to avoid disappointment.

Achieving Excellence Together

Telephone: 01438 222500 Fax: 01438 222501 Email:communication@barnwell.herts.sch.uk Website: www.barnwellschool.co.uk

Headteacher: Mr A. Fitzpatrick

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 or via the school telephone number, who will be happy to help you.

Protocols for Online Parents' Evening

These are the Barnwell School protocols for audio and audio/video live online Parents Evening meetings. It is essential that every student and parent/carer follows the protocols set out below:

- Parents/Carers must be present
- At no point, should any form of recording or photo of the meeting be taken
- Meetings should be held in a suitable environment and all parties should be suitably dressed to conduct the meeting
- At any point, if the teacher deems the meeting content or behaviour to be unsuitable, the meeting will be stopped and closed

Yours faithfully

M Townsend

Miss Maria Townsend
Deputy Headteacher

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