



HEDINGHAM SCHOOL  
AND SIXTH FORM  
ACHIEVEMENT & EXCELLENCE

26 February 2021

Dear Parent/Guardian

**Year 9 Parents' Evening – Thursday 4 March 2021**

I hope you are all well.

Despite obvious logistical challenges surrounding Parents' Evenings, we appreciate the importance of having an opportunity for parents and students to communicate with teaching staff in regards to learning and progress.

Unfortunately, due to Government restrictions on collective gatherings as well as our own internal risk assessments, face to face appointments will not be viable at this time

We will, however, be using the new video appointments system through our on-line Parents' Evening appointment system. You will be able to log onto this prior to Thursday evening, select which teachers you would like to have a video meeting with and in a time frame that suits you best. Again, a user guide is included within this letter to provide you with instructions on how to make these appointments. **The system will go 'live' from 6.00 am on Monday 1 March.** Video appointment times are booked in 5 minute slots and parents will log on using the following information:

- Browse to [hedingham.parentseveningsystem.co.uk](http://hedingham.parentseveningsystem.co.uk)
- Enter your details with email address and your child's details (please use your child's preferred forename and surname)
- Press the Log in button and follow the instructions
- Once you have completed the process, a confirmation email will be sent and you will be able to print the appointment times chosen

By using the video option for this Parents' Evening means that parents may invite a second parent or guardian to the meeting. Please refer to guidance sheet.

Please note that you will be able to book appointments with the Leader of Media and the Leader of Business Studies if your child is interested in these subjects.

In addition to your subject appointments, there will be a presentation delivered by Mr Finch, Deputy Headteacher, and myself, starting at 3.15 pm followed by a Q&A session. To access this, you will need to click on the link within the Guided Choices section of our website. If you are unable to attend the presentation, you will be able to view it via our website.

If you have particular difficulty understanding either the booking system or how to engage in video appointments, please let the School Office know and they will direct you towards support.

Yours sincerely

Mr A Harvison  
Headteacher

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