



3rd January 2023

Dear Parent/Carer,

Year 8 Parents' Consultation Evening – Thursday 12th January 2023

You are invited to attend the Year 8 Consultation Evening which will be held virtually on **Thursday 12th January 2023 from 4pm to 7.30pm**. The evening will be an opportunity to meet your child's teachers and discuss their progress.

The appointments will take place over Zoom. In order to participate, you must have access to the Zoom app and to your child's ePraise account, where the Zoom links for each teacher will be found.

You must book appointments online via ePraise. Please download the ePraise app or log on to ePraise on a laptop/computer and use your child's student login details. Also, please see the back of this letter for instructions on how to complete a booking on ePraise. If your child is taught by two teachers for the one subject, they will be told whom they should book an appointment with. Due to high numbers of pupils in Year 8 being taught by the same teachers, it may not be possible to book appointments for all subjects due to limited appointment availability. We advise that for option subjects you only book appointments if it is a subject that your child is considering for GCSE. **It is not necessary for you to make an appointment for PSHCE.** If you have any pastoral queries please book an appointment with either Ms Mills (YLC) or Mrs Devereux (LG Link).

Please do not book consecutive appointments. Leave a gap of five minutes between each appointment that you make so as to allow you to join your next Zoom meeting.

You will be able to book online appointments on ePraise from Wednesday 4th January at 4pm. Please ensure all appointments are booked by noon on the Wednesday 11th January. Appointments made after this or on the night are not guaranteed.

If there are any staff absences or issues with IT in the evening a message will be posted to the Year 8 YLC Google Classroom: mskt76b

Following Parents' Evening, please complete the following form: <https://forms.gle/vgPqjFyVsAAXr3f28>

We look forward to meeting you on this occasion.

Yours sincerely,

KELDA STEVENSON (Ms)
Headteacher

HOW TO BOOK APPOINTMENTS FOR PARENTS' EVENING –PARENT GUIDE

You will need to log onto ePraise using your child's ePraise log in. All appointments will be 4 minutes in length with a 30 seconds window allowed each side of the appointment for parents to log in. You should book one appointment per subject. Where classes are taught by two teachers you should book an appointment with ONE member of staff only and your child will be told who this should be. This will usually be the teacher who teaches the majority of lessons.

Log in to ePraise with your child's login. Go to Community > Parents' evening

- To view your schedule, click on the event you want.
- Select the 'book appointment' button and fill in the details. *Only the teachers who teach your child will be displayed on your schedule.*
- Once you have made your appointment, the Zoom link will appear. Please note that appointments have a 5 minute slot but will last for 4 minutes within the allocated time slot. Your meeting will automatically end after your slot is finished to allow the teacher to meet with the next scheduled parent.

Example:

The screenshot shows the ePraise website interface. At the top, there is a navigation bar with 'Home', 'Me', 'Community', 'Rewards', and 'Downloads'. The main content area is titled 'year 10 parents' evening' and shows the date 'Saturday 10th October 2020'. There are buttons for 'View all', 'Schedule', and 'Book appointment'. Below this, there are buttons for 'Print schedule' and 'Book appointment'. A table displays the appointment details:

Time	Length	Teacher	Class	Parent	Room	Actions
16:30	15 minutes	Miss G Ratcliffe	-	Mrs Evelyn Robinson	https://teams.microsoft.com/join/19%3ameeting_ZDUkQWVlN-DYYU10S00ZchLlg5MGEtY2lyZmFzZmM3NzBmM40tthread.v2/0?co...	

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