



St Mary's and St John's CE School

"With God, all things are possible" (Matthew 19:26)

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Wisdom Service Hope

Principal: Martin Serrão BA, MEd (Camb)

Wednesday 3rd March 2021

Dear Parent/Carer,

Year 7 Parents' and Carers' PAM Meetings – Wednesday 17th March 4.00pm – 7.00pm
Virtual appointments using *Parents' Evening System*

We are writing to invite you to a Year 7 Parents' and Carers' PAM Meeting to be held on Wednesday 17th March. Appointments will start from 4.00pm and will consist of a 6-minute time slot to speak to either your child's PAM Tutor, Miss Prestwich (Head of Year 7), Miss Hay (Deputy Head of Year 7) or Mr Fox (Deputy Headteacher: Student Progress). This is an important opportunity to virtually meet with your child's PAM or the SMSJ pastoral team to discuss your child's wellbeing and learning following the recent lockdown period. This will also be an opportunity for your child to reflect on the last few months and set goals for the return to school.

Due to social distancing measures this event will be held virtually over the *Parents' Evening System* platform. A parent/carer guide is attached and we are pleased to report that we have found this system to be easy to use and intuitive. There is also an option to invite another parent/carer to join your video appointments – please see the attached guide for further details.

To make your appointment, please visit <https://stmarysstjohnsce.parentseveningsystem.co.uk>. Appointments can be made from **6:00pm on Thursday 4th March 2021 and will close at 12:00pm on Tuesday 16th March 2021**. The link to book appointments can be found on the 'useful links' tab at the top right of the home page of our school website. Instructions about how to login are attached to this correspondence. If you require any assistance with logging in and booking your appointments, please do not hesitate to email office@smsj.london with the subject heading 'Y7 parents' PAM Meeting'.

Once you have booked your appointments, you just need to login to the *Parents' Evening System* (using a device with a microphone, speaker and ideally camera) on Wednesday 17th March 2021 up to one hour before your first appointment and click the 'Join Video Appointments' button. Students must accompany their parents to the virtual consultation. Please note, the recording of any meetings is strictly prohibited. Please make sure that a suitable location is chosen for the meeting to take place (ideally somewhere quiet with a plain background). Students are not required to wear school uniform, but we recommend that your child wears clothing appropriate for a meeting with school.

As video calls are scheduled through the platform, the timing is fixed and a clear countdown is provided for both parents/carers and teachers to ensure that the appointment runs strictly to time. All appointment times are 6 minutes, and if there are further matters to discuss, a follow-up communication can be arranged.

Thank you for your continued support and if you have any questions please do not hesitate to contact the school office or Head of Year, Ms Prestwich.

Yours faithfully,

Mrs Pittaway
Head of Secondary