



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)

Monday 1st February 2021

Dear Parent/Carer,

Year 9 Parents'/Carers' Consultation Evening – Wednesday 10th February from 4.00pm to 7.00pm
Virtual appointments using Parents' Evening System

We are writing to invite you to a Year 9 Parents'/Carers' Consultation Evening to be held on Wednesday 10th February from 4.00pm to 7.00pm. This is an important opportunity to virtually meet with teaching staff to discuss your child's progress and commitment to learning. You will also have an appointment with a member of our senior leadership team to discuss the options process and your child's potential choices of GCSE courses.

Due to social distancing measures this event will be held virtually over the *Parents' Evening System* platform which you will be familiar with from booking appointments in the past. 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.

As normal, please visit <https://stmarysstjohnsce.parentseveningsystem.co.uk> to book your appointments. Appointments can be made from **6:00pm on Tuesday 2nd February 2021 and will close at 12:00pm on Tuesday 9th February 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 'Y9 parents' evening'.

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 10th February 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 timings are fixed and clear countdowns are provided for both parents/carers and teachers to ensure that all appointments run strictly to time. All appointment times are 5 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, Mr Jarvest.

Yours faithfully,

Mrs Pittaway

Neale House Campus, Prothero Gardens, Hendon, NW4 3SL
Bennett House Campus, Sunningfields Road, Hendon, NW4 4QR
Stamford Raffles Campus, Downage, Hendon, NW4 1AB



Head of Secondary

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